

ATTENDANCE AND DISMISSAL POLICY

POLICY INFORMATION	
Policy Owner	Primary Head of Sections
Applicable To	Parents – Students - Staff
Last Updated	2025
Next Review Date	2027

Policy Review and Amendment

The Lebanese School Qatar reserves the right to review, amend, or update this policy at any time to ensure alignment with school needs, applicable regulations, accreditation requirements, and best educational practices. Any approved revisions shall take effect from the date of publication unless otherwise specified.

1. RATIONALE

At LSQ we believe that there is a strong link between student attendance and student achievement. According to research, students who attend school are more likely to achieve better. However, poor attendance can have a damaging impact on students' progress, and overall achievement.

2. AIMS OF THIS POLICY

LSQ aims to:

- emphasize that students' attendance is essential for making full use of all educational opportunities offered at school, and to maximizing individual achievement.
- make our expectations on attendance explicit to all stakeholders.
- promote consistent approach across our school towards all matters related to attendance.
- clarify the roles and responsibilities of relevant staff, parents and students with respect to attendance.
- communicate to all concerned parties the rules with respect to attendance and the categories of absence which are deemed "authorized" or "unauthorized".
- stress the need for home-school partnership to maintain high attendance.

3. ATTENDANCE AND REGISTRATION

- At Dafna Campus, students should be present in class no later than 8:00 am.
- At Hitmi Campus, students should be present in class no later than 7:30 am.

Attendance is recorded by the teacher of the first period on the school's system. The Head of Section's assistant verifies the records to confirm that all students marked as absent are indeed absent before approving the attendance. Once verified, an SMS and an email notification is automatically sent to parents.

4. AUTHORIZED ABSENCES

School may authorize a leave of absence if there are exceptional circumstances.

Valid reasons for authorized or justified absences are:

- A student is ill or receiving medical attention
- A student participating in internal or external competitions and educational events
- Unforeseen family emergencies which necessitate student absence from school
- In-school suspension

In case 1 (except in medical emergencies), a request of absence with all required documentation, such as medical notes, should be submitted electronically to the HOS in advance stating date and duration of absence. The HOS will use professional discretion in cases 2,3 to decide as to whether the absence can be authorized. We expect absences to be kept to a minimum; routine medical and dental appointments should be arranged out of school hours wherever possible.

5. UNAUTHORIZED ABSENCES

These are absences where:

- no letter or acceptable explanation is provided by parent(s).
- the reason for the absence does not fall into one of the categories of authorized absence above.

In such cases, absences will be classified as “unauthorized”.

Consequences for Unauthorized Absences

Number of Unauthorized Absences per Term	Consequence
1-2	Notify parents via SMS
3	Contact parents by phone
4-5	Notify parents via a formal note on the school portal
6 or more	Parents meet the HOS and sign a warning letter

6. TARDY

Punctuality is important and students who are late are missing opportunities to learn. Parental support and assistance are required to model good time management, and to demonstrate a commitment to education.

Tardiness to Class

The school will monitor persistent latecomers. Students arriving at school late will be required to report first to the office, and the HOS assistant will issue the student a late pass permission to take to the class teacher.

If your child arrives late to school, the following actions will be taken subsequently:

- Notify parents via SMS.
- Contact parents by phone.
- Notify parents via a formal note on the school portal.
- Parents meet the HOS and sign a warning letter.
- After school detention for cycle 3 and 4 students.

7. ATTENDANCE DURING REMOTE LEARNING

In case of an emergency such as forced school closure, students might be asked to study from home: entirely or partially. In such circumstances, teachers, parents, and students should follow the instructions and guidelines communicated by the school concerning students’ attendance and registration processes.

8. ROLES AND RESPONSIBILITIES

A high attendance rate is dependent on a strong cooperation between parents and the school.

Parents are expected to:

- ensure their child arrives on time school.
- notify the school if their child will be absent or late with an estimation of the likely length of absence.

Students are expected to:

- respect school timings.
- follow up on missed schoolwork and homework.
- take a missed test/quiz on the day of return.

The school will:

- send parents a message on day 1 of absence.
- meet the parent if child's absence is frequent and not explained.
- follow up on any concern parents report to school that may be affecting their child's attitude to or feeling of wellbeing in school.
- support students to re-integrate into school after illness or other individual circumstances.
- regularly and consistently remind students of the importance of good attendance and punctuality.

9. DISMISSAL AND PICK-UP

The school day ends as follows:

- **Dafna Campus:** 2:30 p.m. (Preschool: 2:00 p.m.)
- **Hitmi Campus:** 2:00 p.m. (Preschool: 1:30 p.m.)

Parents are expected to collect their children within **15 minutes** of the official dismissal time. Students who remain on campus after that period will be supervised by a designated staff member until collected, and parents will be contacted by phone or email.

Students are expected to remain at school for the entire school day. Leaving school before the official dismissal time is not permitted unless prior authorization has been granted.

10. DISMISSAL ON WEDNESDAYS – SLDD

On Wednesdays, the school follows the SLDD schedule. Students are dismissed earlier than regular school days as follows:

- **Dafna Campus:** 1:45 p.m. (Preschool 1:30 p.m.)
- **Hitmi Campus:** 1:15 p.m. (Preschool 1:00 p.m.)

11. EARLY DISMISSAL

In exceptional cases, when a student must leave early, parents are required to:

- Inform the Head of Section or the HOS Assistant in advance and state the reason and time of departure.
- Obtain an Early Leave Pass from the section office.
- Present the Early Leave Pass to the security personnel upon exiting the campus.

All early dismissals must be approved by the Head of Section. The school reserves the right to deny requests that do not meet the stated conditions or that conflict with assessment sessions or essential class time.

APPENDIX 1

LSQ Attendance / Lateness Warning Letter

Date: _____

Student Name: _____

Class and Section: _____

Parent Name: _____

Dear parent,

You child has been absent / late _____ times. Poor attendance will affect his/her performance negatively. Therefore, your child will be put under probation and your cooperation is required to rectify the attendance problem. Failing to follow the school rules pertaining to attendance may result in your child's exclusion from school.

HOS Signature: _____

Parent Signature: _____