



## KENT COLLEGE WEST CAIRO

# Student Attendance Policy

At Kent College West Cairo, we believe that excellent attendance is fundamental to academic success, wellbeing, and personal development. Regular attendance ensures that students fully benefit from the breadth of opportunities offered by the school, both inside and outside the classroom. This policy reflects both the expectations of the school and the regulations set by the Ministry of Education.

### Our Expectations

Attendance at school is not optional. Students are expected to attend every scheduled school day unless there is a documented medical reason or an exceptional circumstance approved in writing by the Head of School. All other absences will be recorded as unauthorised. Parents are responsible for ensuring that:

- Students attend school daily
- Students arrive on time, no later than 7:45am
- The school is informed promptly of any absence

### Attendance Thresholds and Monitoring

Attendance is closely monitored throughout the term and year. In line with Ministry recommendations, you will receive the following communication if attendance is below expectations. This policy also applies to online learning in the event of school closure.

- Below 90% attendance
  - A formal letter will be issued by the Head of School
  - A meeting with parents will be arranged (after the first four weeks of term or when threshold is reached thereafter)
- Below 85% attendance
  - The matter will be escalated to Head of College
  - This may include formal notification to the Ministry of Education

In addition to this, for consecutive absences, that do not have a notified medical reason, the following formal process will apply:

- After 3 consecutive days - First warning letter
- After 7 days - Second warning
- After 10 days - Third warning

- After 15 days - First dismissal warning
- After 16 days - Second dismissal warning
- After 17 days - Final dismissal warning

All warnings are issued formally and recorded.

## Punctuality

Punctuality is an essential part of good attendance.

- Students must arrive by 7:45am at the latest
- Late arrival disrupts learning and will be monitored and sanctioned
- Persistent lateness may result in further action and parental meetings
- **Any student arriving after 8.30am will be refused entry, unless prior permission has been given.**

## Absence Procedures

If a student is absent:

- Parents must notify the school on the first day of absence
- A medical note must be provided where appropriate
- Requests for planned absence must be submitted in advance and in writing

Unauthorised absences may result in sanctions and escalation.

