



**مشيرب Msheireb**  
أكاديمية قطر Qatar Academy

عضو في مؤسسة قطر  
Member of Qatar Foundation



# QATAR ACADEMY MSHEIREB

## ATTENDANCE POLICY

*“Every Minute Counts”*

The purpose of this policy is to describe Qatar Academy Msheireb’s  
philosophy and practices relating to attendance.

## QATAR ACADEMY MSHEIREB MISSION STATEMENT

To create an effective learning environment to develop internationally minded, empathetic lifelong learners through a dual-language program emphasizing inquiry-based practices.

### LEARNER PROFILE ATTRIBUTES

**Inquirers** They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.

**Knowledgeable** They explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.

**Thinkers** They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions.

**Communicators** They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.

**Principled** They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.

**Open-minded** They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.

**Caring** They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.

**Risk-takers** They approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.

**Balanced** They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.

**Reflective** They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

**ABSENCE** All students are expected to attend school every day. However, if a child is absent, for any reason, parents are requested to advise the school, by telephone or email before 7:15 am on the day of absence. Absence will be recorded as either excused or unexcused as follows:

Reason for Absence	Excused	Unexcused
Illness	With Doctor Note	Without Doctor Note
Family Emergency	With provision of evidence	Without provision of evidence
Hajj or Omra	With documentation	Without documentation

Total absences (both excused and unexcused) will be documented on formal student reports.

To ensure the safety of all QAM students, the school will contact parents by SMS if children have not arrived at school by 7:30 am. Parents who have advised the school about the absence will not be contacted.

A minimum of 90% attendance is required for all students.

Absent Days (in the year)	Action
1 day	SMS Notification
10 days	Meeting convened with Well-being coach to address attendance. Attendance agreement signed by parents.
15 days	Attendance Alert Meet with Assistant Principal / Well-being Coach
20 days	Final Attendance Conference Meet with Principal Discretionary retention / attendance contract to retain enrolment

In the case of extended excused absence, the above steps may not apply, as excused leave is conditional on the understanding that the learning profile of a child who accrues more than 20 days of absence that ***includes excused leave*** will be assessed to determine readiness for promotion for the next academic year. This may require a formal assessment.

**TARDY** At QAM the school day begins at 7:00 am / 7:15 am (for Early Years). Punctuality is important because learning begins at 7:00 am / 7:15 am. Students who are late are missing opportunities to learn. Parental support and assistance is required to model good time management, and to demonstrate a commitment to education.

#### **KG - G5 Students**

6:30 am - 6:45 am	Early arrival (Supervision on Level BM)
6:45 am – 6:55 am	Student arrival and entry to classrooms
7:00 am	Bell rings & learning begins

7:00 am – 7:15 am	Late student registration and collection of tardy pass (Level B1)
After 7:15 am	Late student registration and collection of tardy pass (Reception)
Note that after 7:00 am	Students will not be accepted into class without a tardy pass.

**Pre3 and Pre4 Students**

6:45 am - 7:15 am	Student arrival / Soft start
After 7:15 am	Late student registration and collection of tardy pass (Reception)
Note that after 7:15 am	Students will not be accepted into class without a tardy pass.

Tardy Arrival (per semester)	Action
One week with two or more tardy days	SMS notification
Five weeks with two or more tardy days ( = 5 SMS notifications)	Meeting convened with Well-being coach to address tardiness. Tardy agreement signed by parents.
Ten weeks with two or more tardy days ( = 10 SMS notifications)	Tardy Alert Meet with Assistant Principal / Well-being Coach
Fifteen weeks with two or more tardy days ( = 15 SMS notifications)	Final Tardy Conference Meet with Principal

**EARLY PICK UP** It is expected that students will remain at school for the duration of the school day. In unavoidable situations, parents must contact the school in advance to seek permission to collect their child/ren early. Otherwise, please make appointments for students outside of school hours.

**Please email or phone the school receptionist:**

**Telephone:** +974 4454 2662

**Email:** [gamsheireb@qf.org.qa](mailto:gamsheireb@qf.org.qa).

Students are not to be collected directly from the classroom.

Early Pick up will be monitored and recorded as either excused or unexcused depending on the reason and the provision of documentation.

Reason for Absence	Excused	Unexcused
Medical Appointment	With Doctor Note	Without Doctor Note
Family Emergency	With provision of evidence	Without provision of evidence

Early Pick Up (unexcused) Per Semester	Action
5 times	SMS Notification
10 times	Meeting convened with Well-being coach to address early pick up. Pickup agreement signed by parents.
15 times	Early Pick up Alert Meet with Assistant Principal / Well-being Coach
20 times	Final Early Pick Up Conference Meet with Principal

### **PICK UP**

All students must be collected from school within 15 minutes from dismissal time as per the following schedule:

Dismissal and Supervision times: Sunday, Monday, Wednesday & Thursday			
Grade	School Day Ends	Supervision Ends	Location of Pick Up
Pre3 & Pre4	12:00 pm	12:15 pm	Classroom
KG - G1	2:00 pm	2:15 pm	Classroom
G2 – G5	2:00 pm	2:15 pm	Cafeteria

Please note early dismissal **every Tuesday**.

Dismissal and Supervision times: Tuesday			
Grade	School Day Ends	Supervision Ends	Location of Pick Up
Pre3 & Pre4	12:30 pm	12:45 pm	Classroom
KG - G1	1:00 pm	1:15 pm	Classroom
G2 – G5	1:00 pm	1:15 pm	Cafeteria

**LATE PICK UP** Parents who have not collected their child before 2:15 pm will receive an SMS or telephone notification. After 2:15 pm uncollected students will be supervised on Level BM, by Receptionist / QAM Security on Level BM.

In emergency situations parents are requested to inform the school they will be late. Telephone: +974 4454 2662

Late Pick Up	Action
1 time	SMS / Telephone Notification
5 times	Meeting convened with Well-being coach to address late pick up. Pickup agreement signed by parents.
10 times	Late pick up Alert Meet with Assistant Principal / Well-being Coach
15 times	Late Pick Up Conference Meet with Principal
20 times	Meeting convened with Well-being coach to address late pick up. Pickup agreement signed by parents.

Parents can demonstrate the value they place on education by fostering the home-school partnership. As partners, Qatar Academy Msheireb staff, and parents work together to meet the needs of children and promote their growth as learners. A simple way to do this is to ensure children arrive at school, on time, every day, and are collected from school, on time, every day.