



مشيرب Msheireb
أكاديمية قطر Qatar Academy

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 must 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:

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

All absences will be documented and recorded on formal student reports.

To ensure the safety of all QAM students, the school will contact parents if children have not arrived at school by 7:30 am.

Unexcused Absent Days for the whole year	Consequence
8 days	First Warning Letter Meet with Assistant Principal
13 days	Second Warning Letter Meet with Principal
22 days	Third and Final Warning Letter Meet with Director Discretionary Retention in same Grade Level

The learning profile of a child who accrues more than 22 days of *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. Punctuality is important because lessons begin at 7:00 am. Children who are late are missing opportunities to learn. Your support and assistance is required to model good time management, and demonstrate your commitment to your child's education.

KG – G5 Students

- 6:45 am – 6:55 am Student arrival
- 7:00 am Bell rings & lessons begin
- 7:00 am – 7:15 am Students register and collect tardy pass (Level B1)
- After 7:15 am Students register and collect tardy pass (Reception B0)

After 7:00 am KG – G5 students will not be accepted into class without a tardy pass. **Tardiness will not be handled in the classroom.** Teachers are busy teaching.

Pre3 & Pre4 Students

- 6:45 am – 7:15 am Student arrival / Soft Start
- After 7:15 am Students register and collect tardy pass (Reception B0)

After 7:15 am Pre3 & Pre4 students will not be accepted into class without a tardy pass. **Tardiness will not be handled in the classroom.** Teachers are busy teaching.

Consequences for Tardiness

Tardy	Time Period	Consequence
10 days	4 weeks	Phone contact
15 days	8 weeks	Warning Letter
20 days	In one semester	Meet with Assistant Principal
30 days	In 2 semesters	Meet with Principal

Tardiness will be monitored, and recorded on formal student reports.

EARLY PICK UP

It is expected that children will remain at school for the duration of the school day. In unavoidable situations, you must contact the school in advance if you need to collect your child early. Please email or phone the school receptionist: Telephone: +974 4454 2662 Email: gamsheireb@qf.org.qa. Children 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

When an unacceptable frequency of early pick up is observed, the following actions will occur:

Early Pick Up	Time Period	Consequence
5 times	4 weeks	Phone contact
10 times	8 weeks	First Warning Letter
15 times	In one semester	Second warning letter & Meet with Assistant Principal
20 times	In 2 semesters	Final warning letter & Meet with Principal

LATE PICK UP

All children 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 - G2	2:00 pm	2:15 pm	Classroom
G3 – 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 - G2	1:00 pm	1:15 pm	Classroom
G3 – G5	1:00 pm	1:15 pm	Cafeteria

In emergency situations parents must inform the school if they will be late. Telephone: +974 4454 2662

Parents who have not collected their child before supervision ends will receive SMS or telephone notification. Late pick up will be tracked and if an unacceptable frequency is observed, the following actions will occur:

Late Pick Up	Time Period	Consequence
5 days	4 weeks	Warning letter sent home
10 days	8 weeks	Warning Letter & meet with Assistant Principal
20 days	In one semester	Warning Letter & meet with Principal
30 days	In two semesters	Warning Letter & meet with Director

Parents can demonstrate the value they place on education by fostering the home-school partnership. As partners Qatar Academy Msheireb staff, and parents of Qatar Academy Msheireb students work together to best 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.