

# ZENITH HEIGHTS KINDERGARTEN



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# ATTENDANCE POLICY

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**VISION:** *To provide high-quality education  
with Islamic values for global citizenship.*



[www.zhaqatar.com](http://www.zhaqatar.com)



30355519



Zhkindergarten@gmail.com

## ABSENCES

All students are expected to attend school every day. However, if a student is absent, for any reason, **parents** are required to contact the school, either by a phone call, or through WhatsApp message, or an 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
Religious trip	With documentation	Without documentation

- Total absences (both excused and unexcused) will be documented in the ZHK formal student reports and in the NSIS (National Student Information System of the Ministry of Education).
- To ensure the safety of all ZHK students, the ZHK administration team will contact parents by phone call or WhatsApp message if the student have not arrived to school by 7:30 am the latest.
- Parents who have advised the school about the absence will not be contacted.
- Minimum attendance of 90% is required by the ministry of Education for all ZHK students.
- Parents can check on their child's attendance by contacting the administration team.

Absent Days (in the year)	Action
1- 5 days	Phone call or WhatsApp message
5 – 10 days	Formal letter sent to parents through email or by hand.
10 – 18 days	Parents sign an attendance agreement with the presence of the kindergarten principal
More than 18 days	Final parents/ principal conference and official assessment for the student level with a chance of repeating the grade level.

- In the case of extended excused absence, the above steps may not apply, as this will affect the student's learning profile if it extends for more than 20 days of absence that includes **excused leaves**. Therefore, the student will be assessed to determine readiness for joining for the next academic level.

## **TARDINESS**

- At ZHK the school day begins between 7:00 am -7:15am.
- Punctuality is an important aspect of the learning process; hence circle time begins at 7:15 am, students who are late are missing on great opportunities to learn.
- Parental support and assistance are required to model time management, and to demonstrate commitment to education.

<b>Arrival timing</b>	
6:30 am - 6:45 am	Early arrival
6:45 am – 7:00 am	Student arrival and entry to classrooms
7:00 am – 7:15 am	Circle Time in the class
After 7:30 am	Late student registration at the Reception area

<b>Tardy Arrival (per semester)</b>	<b>Action</b>
One week with two or more tardy days	SMS notification – phone call
Five weeks with two or more tardy days (= 5 notifications)	Meeting with kindergarten principal to address tardiness reasons.
Ten weeks with two or more tardy days (= 10 notifications)	Meeting with kindergarten principal and signing a tardiness agreement signed by parents.
Fifteen weeks with two or more tardy days (+15 SMS notifications)	Final Tardy Conference with the principal and the final letter handed to parents with reconsideration for registration for the year to come.

## **EARLY PICK UP**

- It is expected that all students remain at school for the duration of the school day. In unavoidable situations, parents must contact the administration team in advance to seek permission for early pickups. Otherwise, please make appointments for students outside of school hours.

**Please email or call the school:**

**By Telephone or WhatsApp: +974 30355519**

**Email: [zhakindergarten@gmail.com](mailto:zhakindergarten@gmail.com)**

- Students are not to be collected directly from the classroom.
- Early Pickup will be monitored and recorded as either excused or unexcused depending on the reason and the provision of documentation.

Reason for early pick up	Excused	Unexcused
Medical Appointment	With Doctor Note	Without Doctor Note
Family Emergency	With provision of evidence	Without provision of evidence

### DISMISSAL

All students must be collected from school within 60 minutes from dismissal time as per the following schedule:

Dismissal All School Days			
Grade	School Day Ends	Dismissal Ends	Location of Pick Up
EYF 1 & 2	12:00 pm	1:00 pm	ZHK Gate

### LATE DISMISSAL

- Parents who have not collected their child before 1:00 pm will receive a telephone notification.
- There will be a person on duty for students who have not been collected until 1:30 pm.
- **In case of emergency**, parents are requested to inform the school they will be late through one of the following communications means:

**By Telephone or WhatsApp: +974 30355519**

**Email: [zhakindergarten@gmail.com](mailto:zhakindergarten@gmail.com)**

Late Dismissal	Action
1 - 5 time	SMS / Telephone Notification
10 times	Late pickup Alert Meet with Assistant Principal
20 times	Late Pick Up Conference Meet with Principal


### RAMADAN WORKING HOURS

- According to the ministry's instruction every year.

All parents should take part in the educational process through their strengthening the partnership with the school as both sides are working together to meet the demands of the students and achieve their highest potential and one of the simplest ways of doing that is to teach them to be punctual and committed to their learning through regular attendance to the kindergarten.

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