



Leave Policy

Pakistan International School Jeddah – English Section
(PISJ-ES)

Attendance

Student attendance is essential for learning as it ensures the proper utilisation of valuable instructional time. For this reason, the School equates attendance with academic achievement and establishes policies and procedures designed to encourage and require students to be in school. Parents are informed of the late arrival or absence of their wards by the Student Affairs Office/automatic SMS generation.

Approved Leaves (Leave)

In case a student is unable to attend due to reasonable circumstances or commitments, they are required to submit a leave application for approval. If the leave application is approved, the student is required to make up for any tests or exams that were missed. (*See Annex A – Leave Application Form*)

Leave applications are processed under the framework outlined below:

	Acute Medical Reasons	Family Necessity or Dependent Care	Transfer of Sponsorship
Maximum Time in one session	30 days	15 days	30 days
Required Documentation	Recommendation by a licensed health Hospital (polyclinic not acceptable)	Basic information about the family member or dependent, (with medical if any)	Letter of Induction or authorisation for active/impending workplace
Important Information	If the absence exceeds 30 days, the student should discontinue and apply for re-admission when they can return to active study.	If the absence exceeds 15 days, the student should re-apply for the approved leave. In case the leave is not approved and the leave period extends 30 days, the student should discontinue and apply for re-admission when they can return to active study.	If the leave exceeds 30 days, the student should discontinue and apply for re-admission when they can return to active study.

Note:

- All leaves supported by the medical report / Other Documents are required to be submitted within 03 days of sickness
- In case of travelling, leave applications are required to be submitted before travelling
- Failure to apply for leave as per the policy will be considered unapproved
- Late applications will not be processed
- After 30 days of unapproved leave/absence, the admission stands deferred

Unapproved Absences (Truancy)

A student is considered unexcused or truant when absent without valid cause for a school day or any portion of a school day. If a student's absence is unexcused, they do not receive credit for any graded work or tests that were missed.

- If a student is truant for more than 15 consecutive days in a term, a warning letter is sent to the parents. (*See Annex B – Attendance Warning Letter*)
- If a student is truant for more than 30 consecutive days in a term, the student is classified as a No Show and the School reserves the right to defer their admission.

Tardiness

Tardiness is not acceptable because it disrupts the classroom environment and the morale of the students who are on time and develops a negative future working habit of being late.

A student is considered tardy if less than 10 minutes late to class.

- Students entering the School 15 minutes after their prescribed arrival time must obtain a 'Class Entrance Pass' from Student Affairs Office. Students are not allowed in their classrooms without this pass.
 - Students are not allowed after 30 minutes of their arrival time after which the gates are closed.
- A 'Tardy Alert' is given to the students who are frequently late. The record is maintained in students' files and reflected on their report cards. The fourth tardiness in a month is investigated; if the tardy stands, it is recorded on a discipline notice. Parents are notified and further action can be taken. (*See Annex C – Late Arrival Warning Letter*)

Early Leave/Pick-Up

A student may be allowed to leave early or picked up in case the student is unwell and the parents have been intimated by the School itself or if the parent has sent a prior note /call stating the relevant reason one day before the pickup needed.

- Early leave or pick-up is not allowed without any valid reason, medical appointments or proof of urgency.
- Early leave or pickup is not allowed during tests and exams.



LEAVE APPLICATION FORM

Pakistan International School Jeddah – English Section

Date: _____

Admission No: (As written on fee slip)		
Student Name:		
Class-Section:		
Leave Applied for _____ days	From:	To:
Reasons for Leave:		
Contact Number		
Email Address		
Signature		

**All medical leaves will only be approved with subject to the medical certificate provided.*

**No leave is permissible during Tests/Exams except acute medical reason of the student.*

(For office only)

Remarks:

(Coordinator - Student Affairs)

Remarks:

DHJS/DHMS/DHSS

Remarks: _____ Total No. of absences: _____

Home Room Teacher