



**CANADIAN
INTERNATIONAL
SCHOOL**
DJIBOUTI

📍 Saline Ouest, Konya Road, Djibouti
☎ +253 7715 3406
✉ info@cis-age.com
🌐 www.cis-age.com

Policy 12 — External

Student Attendance & Punctuality Policy

Category: Student Affairs

Effective Date: August 2026 | **Review Date:** July 2027 | **Approved by:** School Administration

1. Purpose

Regular attendance is essential for student achievement. This policy sets clear expectations for attendance and outlines the procedures for managing absences.

2. Attendance Expectations

- Students are expected to attend school every scheduled day.
- The minimum required attendance rate is **85% per term**.
- Students below 85% attendance may be required to repeat the academic year.

3. Absence Procedures

- Parents must notify the school by **8:00 AM** on any day of absence.
- Notification can be made by phone call, school app, or email to the class teacher or the Admin.
- A written note from the parents is required upon the student's return for absences up to **2 days**.
- A medical certificate is required for absences of 3 or more consecutive days.
- Planned absences (family travel, events) must be requested in writing at least 5 days in advance.

4. Unexplained Absences

- If no notification is received, the school will contact the parents by 9:00 AM.
- Unexplained absences will be recorded as unauthorized.
- Three or more consecutive unauthorized absences will trigger a formal review meeting with parents.

5. Punctuality

- Students must arrive before the start of the school day.
- Late arrivals must report to the reception office before going to class.
- Repeated lateness will result in a meeting with parents and may affect the student's attendance record.

6. Attendance Monitoring

Attendance Level	Action
90% and above	No action required — excellent attendance
85% – 89%	Attendance letter sent to parents
75% – 84%	Parent meeting with class teacher and Principal
Below 75%	Formal review — possible year repetition

Canadian International School of Djibouti
Director

Signature: 