



The International School
of Choueifat – Dubai

'EARLY LEAVE' RULES FOR STUDENTS



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MONITORING AND REVIEW

This policy is subject to continuous monitoring, refinement, and audit by the School Management, who will undertake a complete annual review of this policy and procedures, inclusive of its implementation and the efficiency with which the related duties have been discharged. This discussion will be formally documented in writing. All staff will be informed of the updated/reviewed policy, which will be made available to them electronically, or by hard copy on request.

Signed:

ISC DUBAI
School Director

This policy will be reviewed by the School Management no later than August 2026 or earlier if significant changes to the systems and arrangements occur or if legislation, regulatory requirements or best practice guidelines are required.



In line with our commitment to ensuring that your child attains the best possible outcome whilst attending our school, we recognize that the cooperation of our parents is essential to achieve this goal. One of the most important areas of cooperation, is ensuring that each student benefits from sufficient learning time in the classroom. Each minute of class time is utilized to the maximum in order to for the teacher to deliver the required learning material effectively; therefore, students are expected to be present, attentive and engaged in lessons.

Students who frequently leave school early during the school day lose precious learning time and disrupt their learning process. Unfortunately, this missed learning time can often be difficult to compensate for at a later date, and the student may face additional pressure or stress trying to catch up. In addition, leaving the classroom early causes an unnecessary interruption to the whole class; resulting in other students being unfairly deprived of essential study material, teaching time and potentially affecting their educational development and their academic grades.

To avoid the above, kindly note the following rules regarding ‘Early Leave’ requests for your child.

- Students from KG1 to Grade 12, are not allowed to leave school early during the school day; except in cases that the Administration deem as an emergency, or for an unavoidable/valid/reasonable request.
- If an Early Leave request is not deemed as an emergency and/or if there is not a valid reason to apply for leave then students will not be excused to leave class early. Despite the recommendation of the school, some parents insist on taking their child early from school; by doing this, parents must realize that they are breaking school rules and the Early Leave will be recorded as unexcused
- Parents are advised to schedule doctors’ appointments after school hours. However, if an appointment is only available during school hours, parents are asked to show the appointment confirmation on the same day, or once the student returns to school.
- For cases that have been deemed as an emergency, please note the following:
 - All persons coming to collect the student(s) will be asked to show their identification to ensure an optimum level of safety for the child/ren.
 - Parents must log onto the school website (<https://iscdubai.sabis.net/online-requests/early-leave>) on that day to complete the Early Leave Request Form. Kindly note that the form must be submitted 60 minutes prior to collecting your child. Furthermore, Early Leave Request Forms will not be processed after 1:00 PM. In the case of an sudden emergency leave request after 1 pm, parents/guardians must contact the Office Manager, Mr. Hassanein Taleb.



- Students are NOT allowed to leave their class whilst a lesson or exam is in session. Students may leave only after the bell rings, in between lessons. Parents' cooperation on this matter is essential and greatly appreciated to ensure the best interest of all our students.
- Frequent unexcused 'Early Leave' requests cause disruption to your child's learning, and if they continue then further consequences may occur, such as your child's re-registration for the upcoming year being put on hold.

NOTE: The school will handle early leave requests in the same manner as lateness. Please check the KHDA Parent-School Contract.

We highly appreciate your cooperation on this important matter.

School Administration