



Attendance Policy

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This Attendance Policy is designed to ensure an efficient system that promotes consistent student attendance, with punctuality and daily participation. It also establishes that in the event of tardiness, early dismissal, or absence, the school is informed of the reason for the student's non-attendance.

The aim of this policy is to ensure all pupils, school staff, parents and guardians understand the importance of regular attendance and the procedures for reporting any absences.

1. Procedure

1.1 Taking Attendance Register

- The attendance register must be taken daily each morning.
- The register should record whether the student is present, absent, or late.
- Morning registers must be completed at the designated school start time. Teachers are required to mark all students as 'Unauthorized Absence' unless an explanation for the absence has been received in that case it will be actioned accordingly.
- Any student arriving after the designated start time will be marked as late.
- Teachers are responsible for updating the outdoor board daily to enable the Health and Safety Officer to cross-check attendance.
- If a teacher experiences login or access issues, a paper list of all present students must be submitted to the school's administration. The teacher should also contact IT support to resolve the issue.
- The school will contact the parents of any absent student.
- If the register has not been taken, it will be reported to the school Head, who will ensure that it is completed by the relevant teacher.

1.2 School Procedure for dealing with students' absences.

Our procedure for ensuring all children is safe and attend school is as follows:

- If the student is absent without explanation, the school will contact the parents as soon as possible.
- The school administration will excuse students for being late in the mornings with adverse weather conditions.
- If an explanation for absence is not satisfactory, or if the absence continues, parents will be invited to the school to discuss any difficulties that are preventing his/her child from attending. This will be done as soon as possible, so that any issues can be addressed quickly.
- All school reports will show the attendance percentage.
- If the minimum attendance requested by ADEK has not been achieved, families will receive a formal communication for a meeting and follow up with the school Social Worker.

2. Attendance: Authorized and Unauthorized Absence.



2.1 Authorized

- Illness with medical documentation
- Death of a first- or second-degree relative
- Pre-scheduled medical appointments
- Official community tasks or appearances before an official body
- Urgent family travel (e.g., medical care, escort leave, family death)
- Participation in ADEK-approved events
- Observance of religious holidays not officially recognized in the UAE

2.2 Unauthorized

The following types of absences are to be regarded as unauthorized:

- Traveling early for holidays or to visit relatives during term time.
- Spending time with relatives/friends during term time.
- Visiting a relative or friend who is celebrating a birthday or anniversary.
- Shopping trips.
- Feeling too tired to attend school/late back from a trip.
- Others.

Holidays during term time will never be considered as authorized, should parents choose to disregard this, the school cannot be held responsible for the disruption to their child's continuity of learning, progress and ultimately exam results. The school does not provide work, support material or catch-up for unauthorized absences.

If a child has had continued unauthorized absence, letters will be sent to parents outlining the impact this could have on their child's learning journey. Attendance is crucial in ensuring a child has the best possible opportunities; lost learning time is likely to strongly impact on a child's academic, social and emotional development.

3. Late arrivals / Early Dismissal Practice and Procedures

3.1 Late arrivals

- Any student who arrives after the school has started will be considered "late."
- Upon arrival, the receptionist will provide a "Llego Tarde" card to the student, and the parent will be required to sign the late arrival register. This information will be kept for school records (Appendix 2).
- The receptionist will update both the attendance records and fire evacuation registers with details of latecomers as they arrive.
- Persistent late arrivals will be followed up by the Heads of School.
- Further actions will be taken based on the student's grade level and the frequency of late arrivals.

3.1.1. Expected Late Arrival:

- If parents need to bring their child(ren) late to school, they must inform the school in writing in advance by completing a Late Attendance Form.
- The school will acknowledge the request and provide confirmation of receipt.



3.2 Early Dismissal

3.2.1. Expected Early Dismissal

- If parents need to remove their child(ren) from school early (before the end of the school day), they must inform the school in advance, providing the reason, as well as the full name and class of the child.
- The school will acknowledge the request via email and provide a confirmation response.
- An "Early Dismissal Form" must be completed and kept for school records. Additionally, the parent/guardian who picks up the child will be asked to sign the Early Dismissal form (Appendix 3).
- If parents request that all their children leave early, a separate "Early Dismissal Form" must be submitted for each child, not for the family as a whole.
- Parents must sign the Early Dismissal Form before leaving the premises, and the form must be submitted with the authorized signature.

3.2.2. Unexpected Early Dismissal

- If a child needs to leave school early for unexpected reasons, such as illness, a "Medical Early Leaving Permit" (Appendix 4) must be signed by the nurse and presented at the reception for additional signatures.
- The receptionist will then update the fire evacuation registers and notify the class teacher via email.
- Security personnel should not allow any child to leave the school premises unless the "Early Dismissal Form" or "Medical Early Leaving Permit" has been signed and stamped by the receptionist or nurse.

4. Punctuality

Punctuality is closely monitored by the school, as it plays a vital role in ensuring students are well-organized, prepared, and not rushed for their school day. Arriving on time for registration is essential for a smooth start to the day.

If students arrive after the designated start time, they will be considered late and must sign in at the reception. A "Llego Tarde" card will be given to the student.

In the event of repeated lateness within a half-term, the homeroom teacher will first contact the parents. If the issue persists, the Social Worker and/or School Management will follow up.

It is crucial for all students to arrive on time, as tardiness can result in missed important announcements, information, peer interaction, and valuable learning time. Adhering to punctuality helps maintain routines and ensures students are fully engaged in their school day.

4.1 Actions to be taken.

- Phone calls to parents requesting medical or institutional justification for absences or tardiness.





- Issuance of “Llego Tarde” tickets for students who arrive late. If the number of absences or tardies exceeds 10% of the school days, this information will be reported to the school principal.
- Support and training provided by the school’s Social Worker department for families who require assistance.
- Exclusion from the first period class when deemed appropriate for addressing attendance issues.
- Completion of missed activities at home, under the responsibility of the parents, for any sessions the student missed due to absences.
- Other educational strategies to promote punctuality and attendance, such as a point system in class, awards, "Star of the Week" recognition, and other incentive programs.
- Implementation and adherence to ADEK policies 54 (Attendance) and 55 (Absence), as outlined in the Manual and Guide for private schools.

5. Students and Parents Responsibility Post Absence, Late Arrival, or Early Dismissal.

Students are responsible for completing all assignments missed during their absence. Students and/or parents are encouraged to contact the teacher(s) of classes they have missed in order to learn the exact details of assignments and tasks given in the pupil’s absence. These assignments must be completed by the student and returned to the relevant teachers either before or shortly after returning from the absence.

6. Policy Review

This policy is to be reviewed annually; any deficiencies or weakness in attendance will be remedied without delay. The Principal (on behalf of the Board) will undertake an annual review of the Attendance Policy and procedures and of the efficiency with which the related duties have been discharged.



APPENDIX 1:

Llego tarde card: To be given to the student on arrival.



Late attendance form:

To be filled in by parents in case of scheduled tardiness.



Late Attendance Form

Parents to complete and send via email to secretary@spanishschool.ae

For Parents	
Student Name:	
Grade / Class:	
Reason for being late: (Holiday, Medical appointment ...)	
Date	
Time student will return to school:	
Submission date:	
For school use ONLY:	
Teacher informed:	☐
Parent informed:	☐

Comments:

Parents Signature

School Signature and Stamp



APPENDIX 2: Permiso de salida - Early Leaving Permit



EARLY LEAVING PERMIT

Date:

Time:

Student name: _____ Grade: _____

The student is leaving the school early due to:

Parent / Guardian Name: _____

I do understand that full day attendance is mandatory for all students.

Parent/ Guardian Signature

School Signature

**School copy*



EARLY LEAVING PERMIT

Date:

Time:

Student name: _____ Grade: _____

The student is leaving the school early due to:

Parent / Guardian Name: _____

I do understand that full day attendance is mandatory for all students.

Parent/ Guardian Signature

School Signature

**Parents copy*





APPENDIX 4: Permiso de salida por razones médicas-Early Leaving permit Medical Reasons



EARLY LEAVING PERMIT MEDICAL REASONS

Date:

Time:

Student name: _____ Grade: _____

The student needs to leave the school early due to **medical reasons**.

Parent / Guardian Name: _____

Parent/ Guardian Signature

School Signature

**School copy*



EARLY LEAVING PERMIT MEDICAL REASONS

Date:

Time:

Student name: _____ Grade: _____

The student needs to leave the school early due to **medical reasons**.

Parent / Guardian Name: _____

Parent/ Guardian Signature

School Signature

**Parents copy*

