



Attendance Policy

Approved by:

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Chairwoman

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1. Purpose

This Attendance Policy ensures an efficient and transparent system for monitoring student attendance and punctuality.

The purpose is to guarantee that students attend school daily and on time, and that any tardiness, early dismissal, or non-attendance is justified and documented.

It also aims to ensure that all students, staff, and parents understand the importance of regular attendance and follow clear procedures for reporting absences.

2. Definitions

Attendance:

A student's physical presence at school during official instructional hours on every school day.

Punctuality:

Arriving at school and to each lesson on time and ready to learn. Repeated lateness constitutes a breach of attendance expectations and will be addressed accordingly.

3. Attendance Expectations and Monitoring

In accordance with ADEK's *Student Administrative Affairs Policy (Version 1.2, 2025)*:

- For **Cycles 1–3 (Grades 1–12)**, an absence rate (including both authorized and unauthorized) above **5%** of total calendar days is flagged as a **cause for concern**.
- For the **Kindergarten cycle**, an absence rate above **10%** (including both authorized and unauthorized) triggers **parental engagement** due to the potential negative impact on learning and progression.
- Schools must **record daily attendance** and **report it daily** to the centralized ADEK system (*eSIS*).

4. Medical Absences

- Parents shall submit a **parent-written sick note (daily)** if their child is absent for **up to 3 consecutive days**, or the absence will be recorded as an unauthorized absence.
- From the **4th day**, a **certificate from a DOH-licensed physician** is required.
- For students with **chronic medical conditions** requiring more than **12 days**, a **comprehensive medical report** must be provided.



5. Attendance Procedures

5.1 Taking Attendance Register

- The Attendance Officer will change those students that are late from absent to late.
- The Health and Safety Officer will head count to all classes **twice a day, 8:30 am and 12:30 pm** and the HSE officer will be in charge of doing two rounds and double checking (head count and verification each time).
- Teachers must record whether each student is **present, absent, attending an approved educational activity, or late**.
- Any student arriving after **7:40 a.m.** shall be marked as **late**.
- Teachers experiencing login/access issues must submit a **paper list** of all present students to the school attendance officer/Health & Safety Officer.
- Students marked as “unauthorized absence” will trigger **parental contact**.

5.2 Procedures for Absences

Unexcused Absence

In cases of unexcused absence, the school follows a structured attendance procedure to ensure student wellbeing and continuity of learning. From the first day of absence, families are contacted by phone and email to check on the student and provide support. If the absence continues, follow-up calls and emails are made daily. **By Day 4, a formal Attendance Notice Letter is issued, and an intervention plan is opened,** which includes a meeting with the family to understand the reasons for absence and agree on next steps.

If a student reaches **5 to 8 unexcused absences**, an additional **Attendance Notice Letter** is sent, and an improvement plan is discussed with the family, with a review meeting scheduled by **Day 8. On Day 9, a final warning is issued.**

Students who accumulate **10 non-consecutive unexcused absences are considered chronically truant**, and the case is formally reviewed and **referred to ADEK**, in line with regulations. Students who are **absent for 10 consecutive unexcused days are considered dropouts and are automatically withdrawn from ADEK’s eSIS system**, with families notified through official channels.

In cases of **chronic absenteeism** (20 excused and/or unexcused absences), families are required to **sign a consent form acknowledging responsibility** for the student’s learning during extended absence periods, and the case is referred to ADEK as required.

These procedures are in place to safeguard students, promote regular attendance, and ensure families are supported and informed at every stage.

Excused (Authorized) Absences

- 1) Illness with a sick leave Certificate.
- 2) Death of a first- or second-degree relative



- 3) Medical appointment scheduled prior to the absence
- 4) Official community task
- 5) Mandatory appearance before an official body
- 6) Essential urgent family travel for matters such as medical care, escort leave, or a death in the family
- 7) Attendance of conferences, competitions, and events, with the permission of the Principal (e.g., Model United Nations, sports events, Olympiads)
- 8) Work in the entertainment industry
- 9) Observation of religious holidays that are not defined as public holidays in the UAE
- 10) Examination leave (for board and pre-collegiate examinations only, when approved by ADEK)
- 11) Study leave (up to 4 weeks annually for board and pre-collegiate examinations only, when approved by ADEK)
 - a) Schools shall remain open for learning during study leave and shall ensure that adequate support is provided to students who are not taking leave.
- 12) Leave for medical or therapeutic reasons for students with additional learning needs
- 13) Government-approved school closures due to extreme weather conditions

Teachers will share the required catch-up content with the student via Google Classroom and will ensure that the student completes the corresponding assessments.

Unexcused (Unauthorised) Absences

- Illness without a sick leave Certificate.
- Unknown – due to the parent's non-response.
- Early travel for holidays/ Non-emergency travel.
- Family visits or social events during term time/ Family circumstances.
- Transportation issues.
- Shopping trips, birthdays, or non-urgent family matters/ Household responsibilities.
- Oversleeping or late return from travel/ Sleep issues and morning routine
- Low achievement and motivation.

Unauthorized absences will not be excused, and no make-up work or materials will be provided.



6. Punctuality and Early Dismissal

- Students arriving after **7:40 a.m.** are marked late and must sign in at reception to collect an **“I am Late”** card.
- Persistent lateness is monitored and followed up by the **Homeroom Teacher** and **Attendance Officer**. They will inform social workers when there is a cause of concern.
- **Early dismissals** require an **Early Dismissal Form** signed by a parent and approved by the Attendance Officer.
- In case of illness, a **Medical Early Leaving Permit** signed by the **School Nurse** is required.

7. Intervention and Educational Risk

When absence exceeds **5% (Cycles 1–3)** or **10% (Kindergarten)**, the case is flagged and reviewed under the **Educational Risk Procedures**.

At the end of the term, Social Workers and Attendance Officers will meet to review attendance percentages and discuss next steps.

8. Student and Parent Responsibilities

- **Students** are responsible for completing all assignments missed during absences.
- **Parents** must ensure that their child attends school regularly, notify the school of absences promptly, and coordinate with teachers for missed work.

9. Policy Review

This policy is reviewed **annually** by the **Principal, School Social Workers** and **Attendance Officer**. Any identified deficiencies in attendance practices will be addressed immediately to ensure full compliance with **ADEK Student Administrative Affairs Policy (Section 2)**.