



المدرسة الاسبانية في أبوظبي  
The Spanish School of Abu Dhabi

# Attendance Policy

# Attendance Team



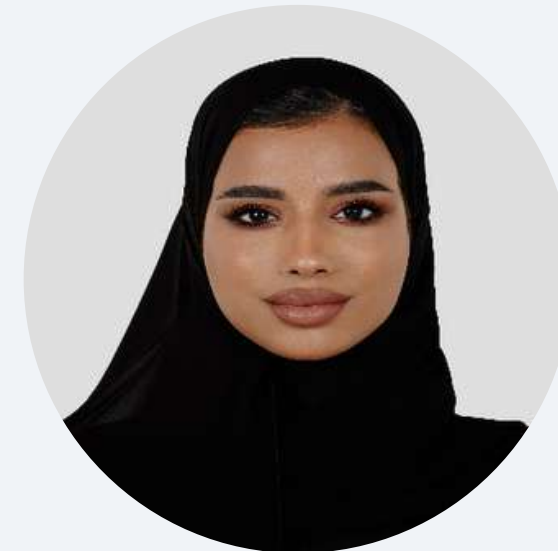
**Ms Hanadi Kafarnawi**

Attendance Officer



**Ms Alba Godall**

Social Worker



**Ms Ameera Alakberi**

Social Worker



**Ms Eva Sanchez**

School Principal



**New email:** [attendance.officer@spanishschool.ae](mailto:attendance.officer@spanishschool.ae)

# Expectations and Monitoring

## The 5% and 10% Absenteeism Rule

### Kindergarten

- ▶ If a student misses more than **10% (18 days)**, it is flagged

### Grades 1-12

- ▶ If a student misses more than **5% (9 days)**, it is a concern



Applies on combined excused & unexcused absences

The **ADEK Student Administrative Affairs Policy** clearly establishes that **attendance expectations apply to all students** once they are **enrolled**



# Medical Absences

Up to **3 consecutive days**  
(and a maximum of 12 days annually)



**Parent-written sick notes**

Starting **4<sup>th</sup> sick day**



**DOH sick leave certificate**

## **Chronic Illness Absences**

If a student exceeds 12 missed school days, parents must submit DOH medical reports

# Attendance Procedures

	Communication	Non-consecutive unexcused	Consecutive unexcused
<b>DAY 1 - DAY 3</b>	Daily call/email		
<b>DAY 4</b>	Attendance Notice Letter		
	Family Meeting: Intervention plan		
<b>DAY 5 - DAY 8</b>	Daily Attendance Notice Letter		
	Family Meeting: Improvement Plan (Day 8)		
<b>DAY 9</b>	Final written warning		
<b>DAY 10</b>	Email	Referral to Social Workers	Withdrawal from ADEK's eSIS system
	Email	Case study to ADEK	



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.

# Excused (Authorised) 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**)
- 12) Leave for **medical or therapeutic reasons** for students with **additional learning needs**
- 13) **Government-approved** school closures due to **extreme weather conditions**


# Unexcused (Unauthorised) Absences

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

# 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.





**Attendance is the foundation of your child's future success.  
Being on time and  
present builds responsibility, protects learning and ensures  
your child thrives.**