Student Attendance Policy 2026-27

Policy

1. Attendance

1.1 ***Requirements***: At the beginning of each academic year, schools shall develop, implement, monitor, and regularly review and communicate their Attendance Policy to parents and publish it on their website. Schools shall outline the following elements in their policy, at a minimum:

Defining Attendance and Punctuality: We shall ensure that their attendance policy defines attendance and punctuality and sets out the school's procedures to ensure compliance.

a. We shall have a procedure in place to follow up on all unreported absences within 2 hours of the attendance register being closed.
b. We shall establish a system to record and notify parents of the arrival and departure of unaccompanied Cycle 3 students and upon request for students in any grade below Cycle 3, in line with the *ADEK School Safeguarding Policy*.
c. For compulsory grades (Grade 1/Year 2 and above), schools shall identify students with absence rates above 5% of the total calendar days outlined by ADEK as a "cause for concern" .
1) Schools shall determine whether to identify the student as being at educational risk, in line with the *ADEK School Educational Risk Policy*.
2) If the absences lead to reasonable suspicions of student maltreatment (neglect), the school shall report this in line with the *ADEK School Student Protection Policy*.
d. For the KG cycle, schools shall identify a student's absence rates (including authorized and unauthorized absences) above 10% of the total calendar days outlined by ADEK, as a "cause for concern" and are authorized to further escalate, in line with the ***ADEK School Educational Risk Policy*** and/or the *ADEK School Student Protection Policy*, if applicable.
We shall advise the student's parents that persistent absences may have an impact on student learning and progression.
e. We shall require students with additional learning needs to comply with the school's attendance requirements as detailed above.
However, we are authorized to accommodate leaves requested for medical or therapeutic reasons.

Ensuring Attendance Compliance: We shall outline the procedures via which attendance compliance is ensured, including:

a. Recording attendance.
b. Managing absences in accordance with the guidelines issued by the ADEK Student Happiness Committee.
c. Recognizing excellent or improved student attendance.
d. Reporting attendance to ADEK daily on eSIS.
e. Safeguarding against travel-related absences during periods before school breaks
f. Communicating and working effectively with parents, students, and school staff about the importance of good attendance, the rules of attendance, and the consequences of poor attendance.

Authorized Absences: We shall authorize the following types of absences, provided they are supported by a signed letter from parents or official documents from appropriate authorities:

1) Illness with medical certificate
2) Death of a first- or second-degree relative.
3) Medical appointment scheduled prior to the absence.
4) Mandatory appearance before an official body.
5) Essential urgent family travel for matters such as medical care, or a death in the family.
6) Attendance of conferences, competitions, and events, with the permission of the Principal (e.g., Model United Nations, sports events, Olympiads).
7) Observation of religious holidays that are not defined as public holidays in the UAE.(Umraha)

8) Examination leave (for board examinations only, when approved by ADEK).
9) Study leave (up to 4 weeks annually for board only, when approved by ADEK).
We shall remain open for learning during study leave and shall ensure that adequate support is provided to students who are not taking leave.
10) Leave for medical or therapeutic reasons for students with additional learning needs.
11) Government-approved school closures due to extreme weather conditions.

b. Where an absence is authorized, we shall inform the student of work to be caught up and shall allow the student to complete any assignments that they have missed.

Punctuality:

a. We shall excuse students who are late in the morning in the case of adverse weather conditions, or any other exceptional reason deemed appropriate by the school administration.
b. We shall have a mechanism in place to approve and manage student punctuality (for instance, requiring students to register at the reception to obtain a late pass).
c. Where a student is late on three or more occasions within an academic year, schools shall undertake the appropriate course of action in line with the *ADEK School Student Behavior Policy*.

1.2 Maintenance of Attendance Records: We shall ensure that teachers record student attendance daily and report it to the centralized unit responsible for updating eSIS.

1.3 Intervention Mechanism for Students at Educational Risk: Schools are authorized to identify any students with low attendance as "students at educational risk" .

We shall work with the concerned students and their parents to implement an intervention plan in line with the *ADEK School Educational Risk Policy*.

Signatures:

CHAIRMAN	DIRECTOR	PRINCIPAL

Reviewed on: April 2026 | Next Review: April 2027