



“Why Every Day at School Counts”

Attendance Rules & What Parents Need to Know.

Student Administrative Affairs Policy in full effect this AY 2025/26

01

The 5% & 10% Absenteeism Rule

Applies on combined excused & unexcused absences

▶ **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

02

Excused Absences

- ✓ Illness
- ✓ Emergency medical appointments
- ✓ Family Loss (1st or 2nd degree relative)
- ✓ Official duties
- ✓ Competitions/events
- ✓ Government public holidays
- ✓ Study/exam leave (with ADEK approval)
- ✓ Government-mandated closures

Unexcused Absences

- ✗ Family vacations during school days
- ✗ Staying home without notifying the school
- ✗ Non-emergency medical appointments
- ✗ Non-severe weather conditions



Lateness Adds Up

Schools will identify frequent lateness and take appropriate action at their discretion

03

Medical Absences

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



Parent-written sick notes

Starting **4th sick day**



DOH sick leave certificate

Chronic Illness Absences

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

04

No Skipping Schoolwork

Even excused absences mean your child **must catch up on all missed work/tests.**

05

Parent Responsibility

You must notify the school of any absence and provide documents to avoid having it marked as unexcused (unauthorized).

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