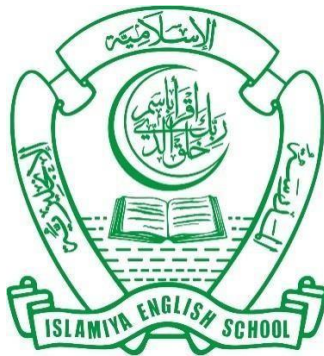


STUDENT ATTENDANCE POLICY

(Revised in August 2025)



Islamiya English School Abu Dhabi LLC



STUDENTS ATTENDANCE POLICY

PURPOSE(S):

- Good attendance is a foundation for academic achievement and it underpins all aspects of personal development. It establishes a responsible attitude towards the opportunities available in school and further education.
- ISLAMIYA ENGLISH SCHOOL is committed in providing a full and effective educational opportunity for all pupils. It is the policy of the school to celebrate success. Attendance is a critical factor to a productive and successful school career.
- To ensure that students are attending all classes and activities that result in their understanding of the curriculum and the subjects being taught.
- To provide a standard attendance and punctuality framework through a clear policy and effective communication with parents/guardians.

POLICY:

Our school actively promotes and encourages 100% attendance for all pupils. Our aim is to ensure that pupils arrive at school on time. We strive for attendance that is consistently outstanding for all groups of pupils. We will give a high priority to conveying to parents and pupils the importance of regular and punctual attendance.

In line with the new **Student Administrative Affairs Policy** issued by the Abu Dhabi Department of Education and Knowledge (ADEK), which came into effect from the first day of the academic year, private schools in Abu Dhabi have informed parents of students about the categories of 'authorized absences' permitted during the school year.

The policy specifies that if a student's absences exceed 5 per cent of the total number of school days in the academic calendar, the student will be classified as being in a 'cause for concern' status. Furthermore, arriving late to school three times or more in a single academic year will result in disciplinary measures in accordance with the **Student Behavior Policy**.

Schools must further determine whether a student should be classified as "educationally at risk." If absenteeism raises suspicions of student neglect, the school is obligated to report the case to the relevant authorities.

2.1 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:

1. Defining Attendance and Punctuality:

Schools shall ensure that their attendance policy defines attendance and punctuality and sets out the school's procedures to ensure compliance.

- a. Schools shall have a procedure in place to follow up on all unreported absences within 2 hours of the attendance register being closed.
- b. Schools 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. Schools shall advise the student's parents that persistent absences may have an impact on student learning and progression.
- e. Schools shall require students with additional learning needs to comply with the school's attendance requirements as detailed above. However, schools are authorized to accommodate leaves requested for medical or therapeutic reasons.

2. Ensuring Attendance Compliance:

- a. Schools 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 by verifying that lesson plans enable positive engagement in productive learning throughout the academic year (e.g., lesson plans are not designed to be “light” in the last week before the end of the term in anticipation of student absences).
 - 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.

3. Authorized Absences:

- a. Schools 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.
 - 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.
 - b. Where an absence is authorized, schools shall inform the student of work to be caught up and shall allow the student to complete any assignments or tests that they have missed.

Authorized absences supported by official documentation/ Emergency Leave conditions

ADEK has mandated schools to accept specific types of absences, provided they are supported by a signed note from parents or official documentation from the relevant authorities.

These include: medical leave, the death of a close relative (first- or second-degree), pre-scheduled medical appointments, official community service leave, mandatory attendance before an official entity, urgent family travel for reasons such as medical treatment or caregiving, or the death of a family member.

Also covered are participation in conferences, competitions, and events upon prior approval from the principal such as Model United Nations, sports events, Olympiads, media activities, and religious holidays that are not recognized as public holidays in the UAE, provided prior approval is granted by the Principal.

Examination Leaves/ Study Leaves:

Schools are authorized to grant examination leave for board and pre-collegiate examinations (when approved by ADEK) if the student is unable to undertake the examination on school premises.

Authorized absences also cover exam-related leave, including board examinations and pre-university (preparatory) tests, subject to ADEK's approval. Schools must allow up to four weeks of study leave per year for students sitting board or preparatory exams. Schools are required to remain open for learning during study leave periods and to provide adequate support for students who remain in attendance. Additional recognized absences include medical or therapeutic leave for students with additional learning needs, and government-mandated school closures due to adverse weather. When an absence is approved, schools must inform the student of the make-up work required and allow them to complete any missed assignments or tests.

4. Punctuality:

- a. Schools 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. Schools 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**.

2.2 Maintenance of Attendance Records:

Schools shall ensure that teachers record student attendance daily and report it to the centralized unit responsible for updating eSIS.

2.3 Intervention Mechanism for Students at Educational Risk:

Schools are authorized to identify any students with low attendance as “students at educational risk”.

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

NOTE:

In accordance with UAE law a pupil may be permanently excluded if he/she is absent from school for 20 consecutive days or 25 non-consecutive days within an academic year, without prior information and approval.

In such cases, the school does reserve the right to exclude your child, ask them to repeat a year or withdraw the offer of a place for the following academic year.

School Attendance Procedures

- Students are expected to attend School on every school day as specified in the school calendar.
- Students shall arrive at School punctually every day, attend morning assembly, and attend classes on time.
- Teachers shall maintain a record of attendance of each student for each lesson.
- All students are expected to attend school on the re-opening day after the vacation. Absence for more than a week renders the pupil's name being struck off the roll. Similarly, no one is allowed to leave for vacation earlier than the closing day.
- **Late comers:** A student who had come in after the assembly, needs to report at the school reception - a remark is put in the pupils Diary which must be presented to class teachers as proof of sign in.
- In case the student is late to school, the parent must accompany them, register and sign in the 'late comers' Register kept with security personnel at gate No.1
- In case of absence for less than a week the student, on returning to school, must have the reason of absence entered and signed by the parent or guardian on the 'Leave Record' in the Pupils Diary, without which the student will not be admitted to the class.
- A student remaining absent on account of sickness and infectious diseases like chicken pox, diphtheria, measles, hepatitis, mumps, whooping cough etc. should be supported by the Medical Certificate issued by the Abu Dhabi Health Authority. Students can attend the school only after producing the medical certificate issued by the Abu Dhabi Health Authority certifying them as fit.
- No leave of absence is granted on previous written application from parent or guardian except for serious reasons. Student's leave of absence applications should be duly approved by the Principal.
- While submitting leave notes and other letters please see the name of the child, grade and sections are mentioned.
- For the safety of the child, the parent has to inform the school reception/Class teacher before 8:00 am, if the child is absent.
- Daily attendance is sent to ADEK through eSIS website.
- Students cannot leave the school premises during the school hours without a written request from the parents and it's approved by the Sectional Head / Vice- Principal/ Principal
- No half day leave will be granted to the students except in exceptional cases after the approval of the Principal.

- Students are responsible for completing all assignments missed during their absence.
- Repeatedly late to the morning assembly or failing to participate without a valid excuse is classified as Level 1 Offence under Article 7 of the Ministerial Resolution No. (851) of 2018. _

Discipline

According to the updated policy, schools are required to excuse late arrivals caused by adverse weather conditions or other exceptional circumstances deemed reasonable by the school administration.

However, schools must also establish a disciplinary mechanism requiring students to 'sign in at reception to obtain a late slip.'

If a student is late three times or more during the academic year, schools must apply the appropriate disciplinary measures under the **Student Behaviour Policy**.

Schools must also ensure teachers record student attendance daily and report it to the team responsible for updating the **Student Information System (eSIS)**.

They must implement intervention mechanisms for students at **educational risk**, with the authority to classify students with persistently low attendance as 'educationally at risk.'

Schools are required to work closely with these students and their parents to implement intervention plans aligned with **ADEK's Educational Risk Policy**.

New attendance registration system

ADEK emphasized that at the start of every academic year, schools must establish, implement, monitor, and review their attendance policies with parents, and regularly publish them on their websites. Schools must also follow up on all unreported absences within two hours of attendance records being closed, create a system to register and notify parents of arrivals and departures for unsupervised students in Cycle 3, and flag students from Grade 1 onwards whose absences exceed 5 per cent of the school calendar as being in a 'cause for concern' status. Schools must also determine whether a student should be classified as 'educationally at risk.' If absenteeism raises concerns of possible child neglect, the school is required to report it.

ATTENDANCE COMPLIANCE

ADEK has required schools to clearly outline the procedures ensuring compliance with attendance requirements. These include: registering attendance daily, managing absences in line with guidelines issued by **ADEK's Student Wellbeing Committee**, recognizing and rewarding excellent attendance or significant improvement, uploading daily attendance reports to the Student Information System, and taking preventive measures to reduce absences linked to travel before school holidays. Schools must also ensure lesson planning promotes consistent engagement throughout the year, while actively collaborating with parents, students, and staff to raise awareness of the importance of regular attendance, its rules, and the consequences of non-compliance.

Holistic support and inclusion

Schools are required to prepare support plans at the start of the academic year based on students' academic, health, and social records. Special attention is given to students of determination, those with chronic illnesses, or facing psychological challenges, ensuring an inclusive learning environment.

Parental engagement and monitoring

Schools must analyze attendance data, engage parents, and consult student councils to identify barriers. Plans should combine classroom and extracurricular activities to boost motivation, alongside counselling addressing underlying absenteeism issues.

ADEK requires students to attend school for a minimum of 96% of the academic year, with schools implementing policies to ensure attendance and punctuality, including a 7:30 AM start time for morning assembly. Authorized absences are for specific, documented reasons like illness, family bereavement, or official appointments, while others like non-urgent travel are unauthorized. Schools track attendance, follow up on frequent absences, and may implement consequences like not being allowed to re-register for the following year for excessive unauthorized absences.

Key Requirements

- **Minimum Attendance:** Students are expected to attend a minimum of 96% of the academic year. Parents need to assist their wards in achieving 100% attendance.
- **Punctuality:** Students must arrive on time for the school day, with late arrivals limited to emergency situations.

Authorized Absences/ Excused Absences

Schools are mandated to accept specific, documented absences:

- Illness, with a doctor's note usually required for absences exceeding three days.
- Death of a first- or second-degree relative/Family loss (1st or 2nd degree relative)
- Pre-scheduled or urgent medical appointments/emergency medical appointments
- Mandatory official community service or appearance before an official body/ official duties
- Urgent family travel for crucial medical or caregiving needs.
- Participation in approved conferences, competitions, and events.
- Government public holidays
- Study/exam leave (with ADEK approval)
- Government mandated closures.

Unauthorized Absences / Unexcused Absences

These are not permitted: non-urgent travel, Shopping trips, and any other absence without official documentation or prior approval.

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

The 5% and 10% Absenteeism Rule

Applies on combined and 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

Lateness Adds Up

Schools will identify frequent lateness and take appropriate action or their discretion.

Medical Absences

- Up to **3 consecutive days** (and a maximum of 12 days annually), **Parent – written sick notes is essential.**
- Starting **4th sick day, DOH sick leave certificate is mandatory.**

Chronic Illness Absences

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

No Skipping School work

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

School Responsibilities

- **Record Keeping:**

Schools must have clear procedures for recording and monitoring all attendance.

- **Parent Communication:**

Parents are responsible for informing the school of absences and adhering to reporting procedures.

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

- **Follow-up:**

Schools must follow a defined process for addressing frequent or unauthorized absences.

- **Consequences:**

Repeated or excessive unauthorized absences can lead to consequences, such as students being prevented from re-registering for the following academic year.

Absenteeism exceeding 10 consecutive or 15 non-consecutive days without approval may result in expulsion, following 3 warning letters. Additionally, the expulsion order must be issued by School Principal and approved by ADEK, and the guardian is informed.

ADEK Attendance Notifications

ADEK has activated automated attendance notifications for unexcused absences to promote regular school attendance.

- ***Initial Absence Notifications:***
 - Issued at 3, 6, and 8 days of unexcused absences.
 - Stress the importance of attendance and its impact on academic progress.
- ***Referral to ADEK:***
 - Triggered at 11-14 or 15-17 days of unexcused absences.
 - Notifies parents that the student has been referred to ADEK for monitoring.
- ***Notification of Further Action:***
 - Issued at 18-19 days of unexcused absences.
 - Warns parents of potential consequences.
- ***Consequences and Final Action:***
 - Sent at 20 or more days of unexcused absences.
 - Alerts parents to actions taken by ADEK.

Rewarding good attendance

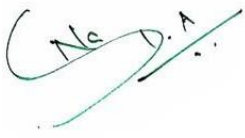
We reward and encourage excellent attendance through announcements of classes with 100% attendance. We use incentives such as assemblies, certificates, and class-based rewards to encourage consistency. Every month the class with the best attendance is announced in the assemblies. On the termly basis children with full attendance and excellent punctuality receive a certificate and award. During the PTMs the parents would witness the names of their wards with 100% attendance displayed on the notice boards. The parental involvement in fostering a culture of punctuality and responsibility for their wards ensures the best environment for their academic and personal growth. Regular attendance strongly correlates with academic achievement, social development, and long-term educational outcomes.

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

Policy Review

This policy is to be reviewed and checked annually by the SLT.

This policy is also approved by the governing bodies.

Draft Date:	03/07/25
Approved By Board of Governors:	Approved
Principal Approval:	
Review Date:	22/08/25

The End.