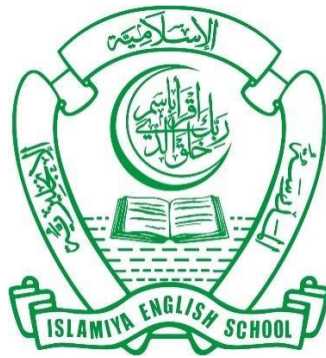


STUDENT ATTENDANCE POLICY

(Revised in August 2024)



Islamiya English School Abu Dhabi LLC



STUDENTS ATTENDANCE POLICY

PURPOSE:

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.

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.

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.**

Study Leaves:

- Schools are authorized to grant study leave for students to prepare for board/pre-collegiate examinations for a maximum of 4 weeks annually when approved by ADEK.
- Study leave days shall be marked on the Enterprise Student Information System (eSIS) as online attendance.
- Schools shall remain open for learning during study leave and shall ensure that adequate support is provided to students who are not taking leave.


Examination 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.

The parental involvement in fostering a culture of punctuality and responsibility for their wards ensures the best environment for their academic and personal growth.

Policy Review

The School Leadership team is responsible for ensuring the annual review of this policy

Draft Date:	03/07/24
Approved By Board of Governors:	Approved
Principal Approval:	
Review Date:	26/08/24

The End.