



Al Ittihad National Private School- Al Ain

Student Attendance Policy

AY 2025-2026

Table of Contents

I. POLICY STATEMENT	3
II. POLICY DEVELOPMENT AND COMMUNICATION	3
III. DEFINITION OF ATTENDANCE AND PUNCTUALITY	3
IV. ATTENDANCE MONITORING PROCEDURES	3
4.1 DAILY ATTENDANCE RECORDING	3
4.2 FOLLOW UP ON ABSENCES	3
4.3 STUDENT ARRIVAL AND DEPARTURE	4
V. IDENTIFICATION OF CONCERNING ABSENCE PATTERNS	4
5.1 CYCLE 1-3 STUDENTS	4
5.2 KINDERGARTEN (KG) STUDENTS	4
5.3 STUDENTS WITH ADDITIONAL LEARNING NEEDS	4
VI. ENSURING ATTENDANCE COMPLIANCE	4
VII. AUTHORIZED ABSENCES	5
VIII. ABSENCE DUE TO ILLNESS	5
IX. PUNCTUALITY	6
X. ATTENDANCE RECORD MAINTENANCE	6
XI. INTERVENTION FOR STUDENTS AT EDUCATIONAL RISK	6
XII. ROLES AND RESPONSIBILITIES	7
XIII. REVIEW AND EVALUATION	7

INPSAA Student Attendance Policy

(Aligned with ADEK School Student Administrative Affairs Policy – Version 1.2, September 2025)

I. Policy Statement

Al Ittihad National Private School – Al Ain (INPSAA) is committed to ensuring that all students attend school regularly and punctually to maximize their learning and achievement. Regular attendance is both an academic and behavioral expectation and is essential for maintaining student engagement, progress, and well-being.

II. Policy Development and Communication

At the beginning of every academic year, INPSAA develops, implements, and monitors this Attendance and Punctuality Policy in line with ADEK requirements. The policy is communicated to all staff, parents, and students through parent orientation sessions, the school's digital platforms, and is published on the INPSAA official website.

III. Definition of Attendance and Punctuality

INPSAA maintains clear procedures to monitor attendance and punctuality and ensure full compliance with ADEK regulations.

- **Attendance:** The presence of a student at school during the scheduled instructional hours.
- **Punctuality:** The student's timely arrival to school and to every class as per the official timetable.

IV. Attendance Monitoring Procedure

4.1 Daily Attendance Recording

- Teachers record attendance electronically at the beginning of every period.
- The centralized attendance unit verifies and updates records daily on ADEK's eSIS system.

4.2 Follow-up on Absences

- All unreported absences are followed up within two (2) hours after the attendance register closes.

- The administration contacts parents to confirm reasons for absence and ensures documentation is provided.

4.3 Student Arrival and Departure

- A monitoring system is in place to record and notify parents of the arrival and departure of unaccompanied Cycle 3 students.
- Upon parental request, the same system may apply for students in Cycles 1 and 2, following the ADEK School Safeguarding Policy.

V. Identification of Concerning Absence Patterns

5.1 Cycle 1–3 Students

- Students with absences (authorized or unauthorized) exceeding 5% of total calendar days are considered a cause for concern.
 - The school determines whether to classify such students as “at educational risk” in line with the ADEK Educational Risk Policy.
 - If there are reasonable suspicions of neglect or maltreatment, the case is reported under the ADEK Student Protection Policy.

5.2 Kindergarten (KG) Students

- For KG students with absences exceeding 10% of total calendar days, INPSAA engages with parents to explain how persistent absences negatively affect learning and development.
- Any suspicion of neglect triggers a report following the Student Protection Policy.

5.3 Students with Additional Learning Needs (ALN)

- Students with ALN are expected to meet equal attendance requirements.
- Absences for medical or therapeutic reasons may be accommodated upon submission of valid documentation.

VI. Ensuring Attendance Compliance

INPSAA enforces compliance with attendance expectations through the following mechanisms:

- Accurate daily recording of attendance.
- Managing absences in line with ADEK’s Student Happiness Committee guidelines.

- Recognizing and celebrating excellent or improved attendance.
- Submitting attendance data daily on eSIS.
- Preventing unnecessary absences before or after school breaks by ensuring continuous, meaningful learning until the last day of each term.
- Communicating effectively with parents and students about attendance expectations and consequences for non-compliance.

VII. Authorized Absences

The following absences are considered authorized when supported by official documentation:

- a. Illness (see Section 8 – Absence Due to Illness)
- b. Death of a first- or second-degree relative
- c. Medical appointments scheduled in advance
- d. Official community or national service tasks
- e. Mandatory appearance before an official body
- f. Urgent family travel for essential matters such as medical treatment or bereavement
- g. Attendance at official conferences, competitions, or events (e.g., MUN, Olympiads) approved by the Principal
- h. Participation in the entertainment industry with prior approval
- i. Observation of religious holidays not designated as public holidays in the UAE
- j. Examination leave (for board or pre-collegiate exams, with ADEK approval)
- k. Study leave (up to 4 weeks annually for board or pre-collegiate exams, with ADEK approval)
- l. Leave for medical or therapeutic treatment for students with ALN
- m. Government-declared school closures (e.g., extreme weather conditions)

When an absence is authorized, teachers must:

- Provide the student with missed assignments or tests.
- Allow sufficient time to make up missed work.

VIII. Absence Due to Illness

- Parents must submit a written sick note daily for absences lasting up to three (3) consecutive days.

- A medical certificate from a DOH-licensed physician is required starting from the fourth consecutive day.
- Certificates must be submitted within 24 hours of the medical consultation.
- A maximum of 12 school days per academic year may be excused without a medical certificate.
- For chronic medical conditions, parents must submit a comprehensive medical report, and the school will review each case individually.

IX. Punctuality

- Students are expected to arrive before the morning assembly.
- Lateness due to adverse weather or other exceptional reasons may be excused at the discretion of the administration.
- Late arrivals must register at reception to obtain a Late Pass before entering class.
- Frequent tardiness will result in parental notification and may lead to disciplinary action.

X. Attendance Record Maintenance

All teachers must record attendance daily and submit it to the designated attendance officer for consolidation and eSIS entry. Records are retained securely as part of the student's official file.

XI. Intervention for Students at Educational Risk

- Students with consistently low attendance may be identified as “students at educational risk.”
- The school will implement a targeted intervention plan in collaboration with parents, class teachers, and the school counselor, following ADEK's Educational Risk Framework.

XII. Roles and Responsibilities

Stakeholder	Responsibilities
Vice Principal / Attendance Committee	Oversee attendance compliance, data accuracy, and communication with ADEK.
Teachers	Record attendance accurately, follow up on absences, and support re-engagement.
Parents	Ensure regular attendance and provide valid documentation for absences.
Students	Attend school regularly, arrive on time, and make up missed work responsibly.

XIII. Review and Evaluation

This policy is reviewed annually or when ADEK releases updated regulations. Amendments are approved by the School Leadership Team (SLT) and communicated to all stakeholders.

Effective Date: October 2025

Next Review: October 2026