

**Al Ittihad National Private School -  
Shakhbout**



# **Students Attendance Policy**

## **AY 2024-2025**

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### **I. Introduction**

The attendance policy is a cornerstone in establishing a distinguished educational environment that promotes discipline and personal responsibility among students. Regular attendance directly contributes to positive educational outcomes, enabling students to fully benefit from classroom activities and engage effectively with their teachers and peers.

This policy is grounded in educational values that emphasize the importance of discipline and recognize that regular attendance is not only an academic commitment but also a vital life skill that reflects an individual's respect for time and responsibilities. At the same time, the policy takes into account exceptional circumstances that may affect attendance, providing flexible measures to support students and parents in addressing such situations.

### **I.1 Purpose**

- a. This policy aims to strike a balance between promoting attendance commitment and ensuring flexibility in managing absences within a framework of transparency and clarity, contributing to a supportive educational environment that meets the needs of all stakeholders.

- b. Instilling values of commitment and discipline in students by emphasizing the importance of regular attendance as an integral part of their educational and future professional lives.
- c. Ensuring students fully benefit from the educational process by reducing absences and enhancing their active participation in curricular and extracurricular activities.
- d. Supporting the stability of the school schedule and ensuring the smooth flow of the educational process through consistent student attendance.
- e. Identifying frequent or unexcused absences and taking measures to assist students facing challenges that hinder their attendance.
- f. Enhancing collaboration between the school and parents by promptly notifying them of cases that require their intervention to ensure consistent monitoring of their children's attendance.
- g. Adhering to the implementation of local laws and regulations related to student attendance and absences while considering their rights and responsibilities.
- h. Helping students develop time management skills and punctuality, thereby enhancing their readiness for professional and social life.
- i. Reducing academic achievement gaps caused by frequent absences by directing school efforts to support students and providing compensatory learning opportunities.

## **1.2. Scope**

1. Applicable to All Students – Covers attendance, absences, and tardiness for all students from K-12.

2. School-Wide Implementation – Enforced across all academic and extracurricular activities.
3. Parental Responsibility – Defines the role of parents/guardians in ensuring attendance and timely communication with the school.
4. Staff Involvement – Applies to school leadership, teachers, and administrative staff in monitoring and enforcing attendance policies.
5. Alignment with ADEK Regulations – Ensures compliance with local attendance laws and guidelines.
6. Covers Authorized & Unauthorized Absences – Establishes criteria for excused absences and consequences for unexcused ones.
7. Incorporates Disciplinary Measures – Outlines procedures for addressing chronic absenteeism and tardiness.
8. Encourages Support & Intervention – Provides mechanisms to assist students facing attendance challenges.

### **1.3. Objectives**

1. Promote Attendance Commitment – Ensure students adhere to daily attendance and punctuality to maximize learning opportunities.
2. Enhance Discipline and Responsibility – Instill values of time management, discipline, and accountability in students.
3. Minimize Absences and Tardiness – Reduce unauthorized absences and morning tardiness through proactive monitoring and intervention.
4. Support Academic Progress – Prevent learning gaps by ensuring students actively participate in curricular and extracurricular activities.
5. Foster School-Parent Collaboration – Maintain transparent communication with parents to address attendance-related concerns.
6. Ensure Policy Compliance – Align with ADEK regulations and enforce attendance policies fairly and consistently.
7. Implement Supportive Measures – Provide flexibility for authorized absences while maintaining academic accountability.
8. Encourage Positive Attendance Culture – Recognize and reward students who consistently meet attendance expectations.

#### 1.4. Alignment with UAE and ADEK Guidelines

2. Compliance with ADEK Regulations – Adheres to the attendance and absence policies set by the Abu Dhabi Department of Education and Knowledge (ADEK).
3. Legal Framework Adherence – Aligns with UAE laws and educational policies governing student attendance and punctuality.
4. Standardized Attendance Monitoring – Implements attendance tracking procedures as per ADEK requirements.
5. Absence Classification – Follows ADEK’s guidelines on authorized and unauthorized absences, including required documentation.
6. Disciplinary Measures Compliance – Enforces corrective actions for excessive absences and tardiness in accordance with official regulations.
7. Parental Notification Protocols – Ensures timely reporting of attendance issues to parents, as mandated by ADEK.
8. Support for Student Well-being – Provides flexibility for exceptional circumstances while maintaining accountability.
9. Reporting & Accountability – Submits attendance reports to ADEK as required for policy compliance.

## II. Definitions

<b>Absence</b>	The state of not being physically present in class/at school.
<b>Absence rate</b>	The proportion of unauthorized absences to school days as per the approved school calendar. If the student was admitted mid-year, the absence rate is calculated from their joining date.
<b>Academic Year</b>	The period of the year during which students attend school, as defined by ADEK.
<b>Attendance</b>	The state of being physically present in class or at school. The attendance rate is recorded as the proportion of whole school



	days attended relative to the total number of school days as per the approved school calendar.
<b>Lateness</b>	Arrival later than the specified time for class.
<b>Present</b>	The state of being physically available in class/at school.
<b>Punctuality</b>	Arrival on time for school/class.
<b>Authorized / Excused Absence</b>	It is an absence accepted by the school upon the submission of an official and valid excuse, such as a medical certificate, a parent's notice explaining the reasons for the absence, or any approved document justifying the student's non-attendance. This type of absence includes emergencies, illness, or exceptional personal circumstances approved by the school administration.
<b>Unauthorized/Unexcused Absence</b>	It is an absence that occurs without the submission of an official or acceptable excuse to the school, such as failing to notify the administration of the reasons for the absence or not providing supporting documentation to justify it. This type of absence is considered a violation of the approved attendance policy and may result in corrective or disciplinary actions against the student in accordance with the school's code of conduct.

### III. Expectations

Students and Parents/Guardians are expected to:

- Commit to daily attendance at school and arrive at the specified time.
- Attend school and all classes punctually without delays.
- Follow up on all lessons and assignments missed due to absence.

- d. In cases of absence, whether excused or unexcused, the parent/guardian is responsible for notifying and communicating with the school.
- e. Inform the school of the reason for absence or tardiness, with the provided reasons being recorded in the student information system in accordance with the attendance and absence policy of the Department of Education and Knowledge (ADEK).
- f. Respect the attendance and absence policy and comply with any disciplinary procedures in the event of unexcused absences.

## IV. Roles and Responsibilities

### IV.1 The school

- Comply with all the requirements of this policy.
- Identify official holidays in the school calendar as approved by Abu Dhabi Department of Education and Knowledge (ADEK) .
- Notify all school staff, students, and parents/guardians of official holidays and vacations in advance.
- Ensure that students and parents/guardians are informed about attendance and absence policies and their impact on students' learning and academic progress.

### IV.2 The School Principal

- Develop, implement, and regularly review school policies and procedures to promote good attendance.
- Monitor cases of repeated absences, including unexcused absences, and ensure full compliance with the requirements of the Abu Dhabi Department of Education and Knowledge (ADEK).



- Provide clear information to parents, students, and school staff about the consequences of poor attendance.
- Ensure the implementation and adherence to school policies and procedures aimed at promoting good attendance.
- Ensure the effective management of student attendance records and the daily recording of attendance at school and in all classes.
- Establish procedures for addressing poor attendance and tardiness.
- Submit regular reports to the relevant Council division on student attendance.
- Address and reduce excessive absences, including unexcused absences, in accordance with Council requirements, while striving to identify the root causes of such behavior.

#### **IV.3 The student**

- Attend school daily and adhere to the class schedule as per the approved school calendar.
- Ensure timely arrival at school and all classes without delay.
- In case of absence, students must provide an official and acceptable excuse (such as a medical certificate or a note from the parent/guardian) to the school administration upon their return.
- Follow up on all missed lessons and assignments due to absence and communicate with teachers to compensate for what was missed.
- Comply with the school's attendance and absence policies and understand the impact of repeated absences on academic performance and progress.
- Notify the school in advance of any exceptional circumstances that may lead to absence (through the parent/guardian if necessary).
- Demonstrate responsible behavior toward learning by respecting the importance of attendance and its effect on academic and personal development.
- Cooperate with the school administration in implementing any measures to address poor attendance or frequent absences.

#### **IV.4 The Parent/ Guardian**

- Ensure that the student attends school daily and adheres to the class schedule as per the school calendar.
- Notify the school in advance if a student's absence is known beforehand or as soon as the absence occurs, providing an official justification such as a medical certificate or explanatory note.
- Maintain open communication channels with the school administration and the student's teachers to monitor absences and ensure necessary steps are taken to address missed learning.
- Encourage the student to understand the importance of regular attendance and its impact on their academic performance and personal behavior.
- Support the student in reviewing lessons and assignments missed during their absence and ensure they catch up on what was missed.
- Understand and follow the school's attendance and absence policies, including any measures taken in cases of repeated unexcused absences.
- Assist in identifying factors that may hinder the student's regular attendance, such as health or social challenges, and collaborate with the school to find suitable solutions.
- Respond to school invitations to attend meetings related to reviewing the student's absences or discussing any attendance-related issues.
- Ensure the student arrives at school and to classes on time, minimizing repeated tardiness.

- Cooperate with the school in implementing corrective measures aimed at improving the student's attendance and reducing absences.

## V. Authorized / Excused Absence

### V.1 Authorized and excused absences are considered acceptable only in the following cases:

- A medical condition preventing the student from attending, requiring a medical certificate from an authorized doctor or institution.
- Travel outside the country for medical treatment, accompanying a parent for treatment, or performing Hajj or Umrah. Parents must complete the designated school leave request form prior to travel and provide proof of travel, such as a copy of the passport with entry and exit stamps or other supporting documents.
- The death of a parent or first/second-degree relative.
- Official or national duties performed by the student, with supporting evidence provided.
- Appearance before official authorities, documented with an official letter from the relevant entity.
- Observance of religious holidays not recognized as official holidays in the UAE.
- Examination leave (for official exams and pre-college exams only, with ADEK approval).

- Attendance at conferences, competitions, or events, with the principal's approval (e.g., Model United Nations, sports events, or Olympiads).
- Leave for medical or therapeutic reasons for students with additional educational needs.
- Government-approved school closures due to extreme weather conditions.

## **V.2 Upon approval of Absence, the school will:**

- Inform the student of the tasks and assignments that need to be completed.
- Allow the student to complete any missed assignments or exams.

## **VI. Administrative and Disciplinary Procedures for Unauthorized/Unexcused Absences**

### **6.1 First Category: Students from K - 4**

These procedures aim to create a supportive educational environment that encourages regular attendance while safeguarding students' well-being and collaborating with families to ensure adherence to attendance policies:

- Immediately contact the student's parent/guardian upon noticing an absence to determine the reason and emphasize the importance of regular attendance.
- Explain how frequent absences affect the student's academic and social progress to parent/guardian.
- Record all unexcused absences including dates and reasons.

- Implement motivational programs for regular attendees, such as certificates of excellence or small rewards, to foster a culture of attendance.
- Refer the case to the school social worker for follow-up and necessary support.
- Maintain ongoing communication with the family to provide support and minimize absences.
- If absences persist without justification, the school may report the case to relevant authorities (e.g. ADEK) for appropriate action.
- If absences reach a critical level that hinders the child's education, notify the educational authorities (ADEK) to ensure the child's right to education is protected in alignment with early childhood education laws.

These measures emphasize collaboration and proactive intervention to ensure the child's academic success and well-being.

## 6.2 The Second Category: Students from Grades 5-12

Violation of Unauthorized / Unexcused Absences, including before and after holidays and official breaks					
Violation	3 Days Absence	4-5 Days Absence	7 Days absence	9 Days Absence	More than 10 days
Marks Deduced	0	2	4	8	
<b>Followed Procedure</b>	Verbal Warning	Written warning and deduction of 2 marks	A written warning is issued, along with an undertaking not to repeat the offense. Explain to the parent/guardian the serious implications of unexcused absences and notifying him/ her that the student's name will be reported to <b>e ADEK</b> if absences exceed 9 days, as this is considered an academic risk indicator and falls under the <b>Student/Child Protection Policy</b> . Additionally, deduce 4 marks.	Calling the parent for a meeting to inform him that the student has been placed in the academic risk list. A final undertaking is required from both the student and the parent/guardian. In addition to deducing 8 marks and reconsidering registering the student for the next academic year.	Decision of the behavior Management Committee.

**NB:** Mark Deduction does not apply to Grade 5 students. Behavior marks are deducted for violations related to absenteeism or morning tardiness, as detailed above, and this applies exclusively to students in grades 6 through 12.

## **VII. Morning Tardiness (lateness)**

- Students are expected to attend school daily at the expected time, which is from 7:15 AM to 7:45 AM. A student will be marked as Tardy / Late if he /she arrives at school after the specified time.
- The school day begins with the morning assembly at 7:35 AM, and students are expected to arrive before this time. Accordingly, the school gates are open from 7:15 to 7:45 AM to provide a degree of flexibility for students and parents.

### **VII.1 Morning tardiness/Lateness is considered excused in the following cases only:**

- A hospital appointment with supporting document provided.
- The school bus arrival time is delayed due to safety or security reasons
- Weather conditions affecting the traffic flow, eg. Fog.

### **VII.2 Administrative and disciplinary Procedures for unauthorized morning Tardiness / Lateness.**

#### **VII.2.1 First Category students from K - 4**

These procedures aim to strike a balance between promoting punctuality and supporting the child and their family to ensure a positive educational environment in compliance with early childhood policies and regulations:

- Communicate with the parent / Guardian and explain the importance of punctuality and its impact on the child's academic progress and social interactions.
- Meet the parent/guardian to discuss potential reasons for tardiness and develop practical solutions, such as improving morning routines or arranging suitable transportation.
- If tardiness is due to transportation difficulties, the school may offer advice on suitable options or coordinate with school transportation services to improve punctuality.
- The focus on encouraging the child to arrive on time rather than employing punitive measures.
- Provide simple rewards for punctuality, such as certificates of appreciation or incentive points, to motivate and reinforce timely attendance.

## VII.2.2 Second Category: Students from Grades 5 – 12

Violation of Unauthorized / Unexcused Absences, including before and after holidays and official breaks					
Violation	3 times Lateness	5 times Lateness	7 times Lateness	10 times Lateness	In case of repetition
Marks Deduced	0	2	4	4	
<b>Followed Procedure</b>	Verbal Warning	Written warning and deduction of 2 marks	A written warning is issued, along with an undertaking not to repeat the offense. A deduction of 4 marks.	Calling the parent / guardian for a meeting and a final undertaking is required from both the student and the parent/guardian. In addition to deducting 4 marks and reconsidering registering the student for the next academic year.	Decision of the behavior Management Committee (may reach reconsidering the student's registering for the next academic year.



**NB:** Mark Deduction does not apply to Grade 5 students. Behavior marks are deducted for violations related to absenteeism or morning tardiness, as detailed above, and this applies exclusively to students in grades 6 through 12.

### **VIII. Permission to leave**

**Permission to leave during the school day is accepted in the following cases only:**

- A hospital appointment, with supporting documentation provided by the parent/guardian.
- Travel (in accordance with the travel procedures outlined in the absence policy above).
- The death of a parent or first/second-degree relative.
- Official or national duties performed by the student, with supporting evidence.
- Appearance before official authorities, documented with an official letter from the relevant entity.

### **VIV. Chronic Illness Absences**

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

**Important Note:** Friday is a regular school Day and the permission to leave conditions outlined above apply.





## **Disclaimer**

This policy was developed by Al Ittihad National Private School. It is intended for use exclusively by school staff and students. Any external use, whether in whole or in part, requires management approval. Any exceptions to this policy must also be approved in advance by the school management.

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## Appendix 1

### “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 (1<sup>st</sup> or 2<sup>nd</sup> 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)

Starting **4<sup>th</sup> sick day**

▶ **Parent-written sick notes**

▶ **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.**