

## Attendance and Absence Policy

<b>Created</b>	<b>September 2021</b>
<b>Last Review date</b>	<b>September 2025</b>
<b>Reviewed by</b>	<b>Registration Department Heads of Section</b>
<b>Approved by</b>	<b>Principal – Ms. Suheir Salah Vice Principal – Ms. Nadine Chamssudeen</b>

Disclaimer: This policy has been developed in accordance with the school's national identity policy.

### **School Vision:**

To be a leading private school in Al Ain which provides an exemplary learning environment in line with the vision of ADEK.

### **School Mission:**

To provide an exemplary learning environment which

- Develops student abilities.
- Augment self-confidence.
- Prepares world class learners.
- Enables students to meet the challenges of the 21st century.
- Increases productivity and self-esteem.
- Inculcates values required to become responsible members of the society.

### Definitions:

- **Attendance:** The total number of school days attended by a student during the academic year based on the school's calendar.
- **Absence:** School days during which the student does not attend school.
- **Justified Absence:** If a student is absent from the school and fulfills one of the conditions stated in this policy and explained later.
- **Unjustified Absence:** In the event of a student's absence without providing an acceptable justification or the parent/guardian not providing evidence indicating the necessity of the student's absence from.

### Aim

Future International Academy emphasizes the attendance of all students, without exception, to school on all school days based on the school's calendar, as well as the students' commitment to attending classes and educational activities that lead to their understanding of the curriculum and study materials, and achieving academic performance rates that are consistent with the school's teaching and learning standards, and therefore, we aim to enable our students to be:

- Committed
- Initiators
- Constructive
- Dedicated
- Active Learners
- Collaborators



### **Attendance and absence policy statement:**

Students are expected to attend school on all school days approved in the school's calendar, and to continue studying throughout the school day according to the dates specified and announced to students and parents. Parents are also expected to make every effort to ensure that their children go to school every day and arrive there at the specified time, as well as to communicate with the school in the event of a student's absence to determine the justifications for the absence.

The school is committed to providing a safe educational environment that provides care for students and is characterized by encouragement and motivation. It is also committed to following up on the student's absence from school and communicating with parents to determine whether the absence is an acceptable excuse or an unjustified absence and to clarify the consequences of being absent from the school day.

### **Types of absence from school:**

#### **1- Justified Absence:**

The following types of absences are considered justified when supported by a letter from the parent/guardian or proven by certified documents:

- Sickness
- Death of a first or second degree relative
- A scheduled appointment with the doctor
- An official community task
- Mandatory attendance at an official body
- Sudden travel, such as traveling to receive medical treatment or the death of a family member.

## 2- Unjustified Absence:

The following types of absences are considered unexcused:

- Shopping trips
- Non-essential travel
- Other types not included in the justified absence list

## 3- Intentional absence from school:

“A student is habitually absent from school if he/she is absent without his/her guardian’s knowledge or approval, or if the parent/guardian colludes with the student to be absent without permission. Intentional absence from school is not authorized” (Private School Policies and Guidelines Guide - Abu Dhabi Department of Education and Knowledge - 2015).

The school will inform the parent/guardian of incidents of intentional absence from school, hold a meeting with him/her and the student to discuss the matter, and closely monitor the attendance of the student concerned after that.

### Procedures for recording attendance and absence:

- Students’ attendance and absence are recorded daily and the reports are completed before 9:00 am, then the data is entered into the relevant electronic system.
- A short message is sent from the school through the school’s official channels to the parents of the absent students within two hours of school hours. In the case that the parent does not respond, the school contacts the parent by phone and records the call in its records.
- The parent bears full responsibility for reporting the student’s lateness or absence from school, whether with or without excuse. If the student is late due to an emergency, the parent must contact or come to inform the school. The reasons for the delay are entered into the system upon receipt of the parents’ report.

- The parent is called to sign notices in the event of the student's absence without excuse for a period of 3 consecutive days (alert), 5 consecutive days (warning), 10 consecutive days (first warning), and 14 consecutive days (final warning), then a decision is issued by the management committee. This decision includes expelling the student from school if his/her absence reaches 15 consecutive days without excuse.
- The mechanism and procedures for expelling and re-enrolling a student are subject to the laws and regulations issued by the educational authorities in this regard.

### **Consequences of Unexcused Absence:**

In case of absence and late attendance at the school as follows:

Category of Violation	Description of Behavior	Procedure
Category 1 violations	Being late for the morning assembly and being late at the scheduled start time for the school day for no more than 10 minutes	<ol style="list-style-type: none"> <li>1- If the violation is done for the first time, a set of strategies are implemented to reduce the unwanted behavior, giving a verbal warning, observing the student's behavior, and informing the parent/guardian.</li> <li>2- In the event of the first repetition: a documented verbal warning and informing the parent/guardian through written communication.</li> <li>3- In the event of a second repetition, four grades will be deducted from the behavior grades, the parent/guardian will be called for, the student will be referred to the social worker, and the student and his/her guardian will sign a pledge not to repeat the violation.</li> <li>4- In the event of the third repetition, the guardian will be called for and a first written warning will be issued to the student and his/her guardian in the event of non-response, with 8 grades being deducted from the behavior grades, an individual case study file will be opened by the social worker and the violation will be converted to the second degree.</li> </ol>
	Absence from school by more than 3% without an acceptable excuse	
Category 2 violations	Absence from school without an acceptable excuse at any time, including before and after	<ol style="list-style-type: none"> <li>1- If the violation is done, the parent/guardian is called for, and the student and guardian sign an agreement to modify the student's behavior and prevent the violation from recurring. An individual case study file is opened, and the student is suspended inside the school for one to three days, assigned to</li> </ol>

	<p>holidays, weekends, and before exams.</p>	<p>his/her school duties, and 4 grades are deducted from the behavior.</p> <p>2- In case of first repetition, 8 grades will be deducted from the behavior, the student will be transferred to the school's behavior management committee, a second written warning will be issued against the student, and his/her guardian will be notified of this, and a set of strategies will be implemented to modify the student's behavior.</p> <p>3- In case of a second repetition, the student will be transferred to another section, a final warning will be issued against the student, the student will be suspended for 3 days, and the violation will be transferred to the third degree.</p>
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### **Roles and Responsibilities:**

#### **1- School's Principal:**

The school principal is committed to the following:

- Preparing, implementing and reviewing school policies regarding attendance regularly
- Ensure the implementation of school policies and procedures related to students' attendance at school
- Ensuring effective management of students' attendance and recording their daily attendance in all classes
- Follow up on cases of repeated absences and intentional absences from school
- Monitoring procedures for addressing student absences

#### **2- Teachers:**

- Follow up and monitor students' attendance in each session
- In the event of an excused absence, the teacher must provide the student with the assignments he/she missed, as well as make up for the work and tests he/she missed.
- If the parent/guardian has informed the school that the son/daughter will be absent from school for several consecutive days, the teacher will prepare a list of the duties and tasks that the student will miss during his/her absence.

### 3- Administrators and Social Workers:

- Monitor daily attendance and absence and prepare periodic reports.
- Monitoring cases of late attendance at the specified and announced school timing and preparing periodic reports.
- Communicating with parents through the school's official channels to determine the reasons for absence or delay.
- Documenting cases of absence and keeping sick leaves or parents' letters in the student's file.
- Encouraging and motivating students who regularly attend and learn.
- Guidance for students with repeated absences or lateness and clarifying the consequences of students' failure to attend school.

### 4- Parents:

Parents must make every effort to ensure that their children go to school every day and arrive on time.

- If the student is forced to be absent from school, inform the school and provide evidence of the reason for the student's absence.
- Parents who intend to let their children miss school for several days must inform the school administration of this at least ten days prior to the expected absence period.
- In the event that a student is absent for several school days, the parent, and the student, are responsible for contacting the administration to find out the duties and tasks assigned to the student, and the student must complete them and hand them over to the teacher before he/she is absent from school or shortly after his/her return.



## References

- Private School Policies and Guidelines Guide – Abu Dhabi Department of Education and Knowledge - 2015.
- Regulations for student behavior management in public education institutions – 2018/2029 - Ministry of Education – United Arab Emirates.
- Regulations for supporting positive behavior in schools in the Emirate of Abu Dhabi - 2013 - Abu Dhabi Department of Education and Knowledge.