



INDIAN SCHOOL AL AIN

Attendance Absence Policy 2024-25

Purpose

- **Good Attendance is the foundation of academic achievement**
The School makes parents/ guardians alert about the ADEK approved attendance policy which sets out procedures to deal with absences and to ensure that students are punctual and regularly attend school and lessons.
- The School expects students to attend school on every school day as specified in the school calendar.

Policy

1. PUNCTUALITY & REGULARITY

- Students are expected to arrive at school punctually every day, attend morning assembly and classes on time.
- The School maintains accurate daily attendance data for each student including timely or late arrival to school.
- Parents/ guardians are advised to make every effort to ensure that their children attend school every day and arrive on time.
- During days with adverse weather conditions (eg. rain, heavy fog) the school administration will excuse the student's late arrival

2. LEAVE APPLICATION & APPROVAL

- Parents/ guardians must inform school if their child needs to be absent for that particular day.
- Parents/ guardians are required to send a signed note to the School indicating the reason for the student's absence when the student returns to the school after the absence.

- 2.1
- All assignments missed during the absence will be the student's responsibility for completing them.
 - Parents/ guardians are instructed that they avail family vacation during scheduled school holidays
 - To maximize attendance students who have 100% attendance will be awarded a e-certificate at the end of the year.

- If attendance of a student falls below 90% , the Parent is contacted by the class teacher.
- 2.2 • If attendance of a student falls below 85% , the Parent is contacted by the Supervisor.
- If attendance of a student falls below 75% , the Parent is contacted by the Principal.

3. **AUTHORIZED ABSENCE**

Parents / guardians are informed that the following types of absences are authorized.

- Illness
- Close family bereavement maximum of up to 5 days
- 3.1 • Scheduled doctor's appointment
- Official community task
- Mandatory appearance before an official body
- Essential urgent family travel for matters such as medical treatment or death of a family member

4. **UNAUTHORIZED ABSENCES**

- Parents / guardians are informed that the following types of absences are unauthorized.
 1. Shopping trips
 2. Unnecessary travels
 3. Other types of absences not included in the authorized absence list
- If a student is absent from the School without their parents/ guardians knowledge or consent or if parents/ guardians have planned with the students so that they are absent without authorization. Such a student will be considered as a truant by the School.
- In such incidents of truancy, the School informs the student's parent/ guardians and holds discussions with them and the students to closely monitor the student's attendance.

5. **MISSED SYLLABUS**

- 5.1 In cases of authorized absences, the student will be guided to complete the portions and tests that were missed. In case of unauthorized absences, the School will agree with parent/ guardians on the appropriate course of action after investigation of circumstances surrounding the absence
- 5.2 The School has right to expel a student in case there is an unexcused absence for 10 days continuously or 15 days non continuously during the academic year. This is based on the condition the School has sent three warning is sent every three days. The expulsion order will be issued by the School Principal and approved by ADEK before informing the parent/ guardian.
- 6. • Parents / guardians are required to notify the School at least ten days before the anticipated absence of their children for several days. This is done to allow

teachers time to prepare the list of assignments that will be missed during the absence.

- The parent/ guardian of the student will be responsible for contacting the School administration to learn of all assignments and tasks given to the students during the period of absence.
- These assignments will be completed by the students and returned to the relevant teachers either before leaving or shortly after returning from the period of absence.

Signatures:



CHAIRMAN



DIRECTOR



for PRINCIPAL

Reviewed on: August 2024

Next review: April 2025



School Stamp: