



ATTENDANCE POLICY

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| Introduced | December 2015 |
| Review 1 | December 2018 |
| Review 2 | December 2021 |
| Review 3 | December 2024 |
| Next Review | December 2026 |

DEFINITION:

Attendance refers to the total number of school days attended by the student during the academic year based on the school calendar and the regularity and punctuality of attending each class and activity.

PURPOSE (S):

- To ensure that students are attending all classes and activities that result in their understanding of the curriculum and the subjects being taught.
- To provide a standard attendance and punctuality framework through a clear policy and effective communication with parents/guardians.

POLICY:

The policy explains the use of the terminology “attendance” and “absence”.

- Attendance refers to the total number of school days attended by the student during the academic year.
- Absence refers to the days students fail to attend school.
- Authorized Absences: Approved by the school upon formal leave application.
- Unauthorized Absences: Unapproved leave, including truancy. Absence rates above 10% are considered a cause for concern.
- Students are expected to attend school on all designated school days in the calendar.
- Students should arrive at school punctually, attend morning assemblies, and be present in all classes on time.
- Parents/guardians must inform the school by 7:30 a.m. on the day of absence via email.
- Upon return, parents must submit a signed note or email explaining the reason for the absence.
- Students are responsible for completing all assignments missed during their absence.

Dunes International School

Plot no 19; Shabiya 9; Mussafah; Abu Dhabi; P.O Box 5121

Tel.: 0097125527527

School code : 90201 | Affiliation number : 6630051



مدرسة ديونز الدولية

رقم قطعة: ١٩, شعبية ٩, مصفح, أبوظبي, ص ب : ٥١٢١

هاتف: ٠٠٩٧١٢٥٥٢٧٥٢٧

كود المدرسة : ٩٠٢٠١ | رقم الانتساب: ٦٦٣٠٠٥١

- Family vacations must be scheduled during school holidays to avoid unauthorized absences.
- Parents should notify the school if a student will not report by 8:45 a.m.
- Any Leave applied for should be approved by the Principal. If unapproved due to any reason it should be considered as unauthorized absence which could result in lack of minimum attendance as per the Council requirement.
- If your ward is not attending the school for continuous 2 weeks, then his/her name may be removed from the school system.

Procedures:

- Attendance is marked by the class teacher during the home room period.
- If pupil do not report to School more than two consecutive days' class teachers make calls to the parents.
- If the leave is based on medical ground a duly attested medical certificate should be attached with the leave letter.
- At the end of the month the teacher tabulates to get attendance for that month and at the end of academic year total attendance and average attendance is calculated.
- If for any reason a teacher/supervisor feels that a pupil is missing school for frivolous reason a detailed enquiry is carried out in which the Principal will be involved.
- Policy on absenteeism is shared with the parents through the School portal.
- Procedures are set for dealing with poor attendance and tardiness. Persistent absenteeism or tardiness prompts an investigation involving the school principal.
- Students are considered to be truant if they are absent from school without the knowledge/consent of their parent/guardian, or if parents/guardians have colluded with the student so that they are absent without authorization.
- The School immediately informs the student's parent/guardian of the incidents of truancy and holds discussions with them and the student and closely monitor the student's attendance.
- No student will be allowed to be picked early from school during regular school working hours. No request for early pick up or late arrival will be entertained. Students to report to school on or before 7:40 a.m.
- If an absence is authorized, the student has the right to make up the work and class tests that were missed. If an absence is unauthorized, the School agrees with the parents/guardians on the appropriate course of action pending completion of the investigation into the circumstances surrounding the absence.
- School administration excuse students for being late in the morning during days with adverse weather conditions (e.g. heavy fog).



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- Absenteeism exceeding 10 consecutive or 15 non-consecutive days without approval may result in expulsion, following three warning letters. Additionally, the expulsion order must be issued by School Principal and approved by ADEK, and the guardian is informed.

ADEK Attendance Notifications

ADEK has activated automated attendance notifications for unexcused absences to promote regular school attendance.

- **Initial Absence Notifications:**
 - Issued at 3, 6, and 8 days of unexcused absences.
 - Stress the importance of attendance and its impact on academic progress.
- **Referral to ADEK:**
 - Triggered at 11-14 or 15-17 days of unexcused absences.
 - Notifies parents that the student has been referred to ADEK for monitoring.
- **Notification of Further Action:**
 - Issued at 18-19 days of unexcused absences.
 - Warns parents of potential consequences.
- **Consequences and Final Action:**
 - Sent at 20 or more days of unexcused absences.
 - Alerts parents to actions taken by ADEK.

Amendments:

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| Review 1 | No Change |
| Review 2 | No Change |
| Review 3 | Amendment on basis of ADEK Attendance Policy 2024-2025 |

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| Principal Mr. Paramjit Ahluwalia | |
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