



المدرسة الآسيوية الدولية الخاصة

ASIAN INTERNATIONAL PRIVATE SCHOOL

Approved by the Ministry of Education-UAE-Affiliated to the Central Board of Secondary Education, New Delhi

Member: Council of the C.B.S.E Affiliated Schools in the Gulf

POLICY 54 – ATTENDANCE

We stress the importance of regular attendance at School. Parents shall ensure that the child is regular and punctual.

If the student fails to attend the school for one day or more:

- To records student's absence in the absence form.
- The excuse request and its acceptance should be in writing and retained in student file at school.
- Absence of a student from school or being late to school should be documented in the absence record of the school diary and send to the parent / guardian for signature.
- For protracted absence due to illness, Medical Certificate must be submitted.
- The student absence by an acceptable excuse shall be considered in the following cases:
 - a) Absences due to sickness which should be proved by the medical certificates and reports approved by the concerned authorities.
 - b) Absence for one or two consecutive days and with a maximum of five days during the one Academic Year upon the request of the parents.
 - c) Travel abroad to accompany one of the parents or one of brothers / sisters for more than two days and not exceeding one month under a prior permission from the ADEK. The Education Authorities may accept or reject the excuse in case the absence days exceed the specified period, provided that the travel of student should be proved upon return to school.
 - d) Death of a relative for three days only.
- School shall issue to parents / guardians its Council – approved attendance Policy setting out procedures to deal with absences and all lessons.
- Students are expected to attend school on every school working days as specified in the school calendar.
- Students shall arrive at school punctually every day, attend morning assembly, and attend classes on time.
- The school will maintain accurate daily attendance data for each student, including timely or late arrival to school.
- Parents / Guardians will make every effort to ensure that their children attend school every school on every school working day and arrive on time.
- If students need to be absent from school for a particular day, Parents / Guardians must inform the school accordingly.
- When a student returns to school following an absence, Parents / Guardians must send a signed note to the school indicating the reason for the student's absence.
- Students are responsible for completing all assignments missed during their absence.
- Parents / Guardians must seek to ensure that family vacations take place during scheduled school holidays.
- Unauthorized absences.



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The following types of absences are to be regarded as unauthorized.

1. Shopping Trips
 2. Unnecessary Travel
 3. Other types of absences not included in the authorized absences.
- Students are considered to be truant if they are absent from school without their Parents / Guardians knowledge or consent, or if Parents / Guardian have colluded with the student so that they are absent without authorization.
 - Schools must immediately inform Parents / Guardians about the incidents of truancy and shall hold discussions with Parents / Student and closely monitor the student's attendance.
 - If an absence is authorized, the student has the right to make up the work and tests that were missed. If an absence is unauthorized, the school will agree with the Parents / Guardians on the appropriate course of action pending completion of the investigation into the circumstances surrounding the absence.
 - School administration will excuse students for being late in the morning during days due to adverse weather conditions (e.g. heavy fog).
 - The school can expel a student in case there is an unexcused absence for ten days continuously, or fifteen days non – continuously during the academic year. This is on the condition that the school has already sent three warning letters in such case a warning is sent every three days. Additionally, the expulsion order must be issued by school Principal and approved by ADEK, and the guardian is informed.
 - Parents / Guardians who plan to have their children missed several days of school is required to notify the school at least ten days before the anticipated absence, in order to allow teachers time to prepare the list of assignments that will be missed during their absence.
 - The student / parent / guardian shall be responsible for contacting the school administration to learn of all assignments and tasks given to the student.
 - These assignments must be completed by the student and returned to the relevant teachers either before leaving or shortly after returning from the absence.

