



المدرسة الآسيوية الدولية الخاصة

ASIAN INTERNATIONAL (P) SCHOOL

STUDENTS' ATTENDANCE POLICY

Introduction

Asian International Private School, Al Dhannah city stress the importance of regular attendance by all students at School. Parents shall ensure that their ward is obligated to consistently attend class and arrive at school on time to participate in the morning assembly. The school mandates student to attend term end- examination with an average attendance of 98 %-100%.

Purpose:

1. To ensure ADEK's expectation in relation to students' attendance.
2. To ensure that the school deal firmly and effectively with concerns related to student's attendance tardiness.
3. To restrict the percentage of unauthorized absences within the percentage authorised by ADEK as per Students Administrative affairs policy.

Expectation from the students:

- Students are expected to attend school on every school working days as specified in the school calendar.
- Students shall arrive school punctually every day, attend morning assembly, and attend classes on time.

Expectation from the parents/guardians:

- Parents / Guardians will make every effort to ensure that their children attend school every school working day and arrive on time.
- If students need to absent from school for a particular day, Parents / Guardians must inform the respective class teachers through an E mail before start of the school day.
- Students who require leave more than a day within the excused absence limit, parents are required to apply for the same in applicable format in advance to the school reception along with supporting evidences for approval by the Principal.
- Parents/ Guardians must seek to ensure that family vacations take place during scheduled school holidays.
- The student/ parent/ guardian shall be responsible for contacting the school administration to learn of all assignments and tasks given to the student during the leave of absence. These assignments must be completed by the student and returned to the relevant teachers either before leaving or shortly after returning from the absence.

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Excused (authorized) Absence reasons:

Following types of absences will be considered as authorised(excused) absences by the school provided they are supported by a signed request with supporting evidences in the form of a sick leave certificate or official documents from appropriate authorities:

- Illness (short term & chronic).
- Death of a first- or second-degree relative.
- Medical appointment scheduled prior to the absence.
- Medical fort students with Additional Learning Needs (ALN)
- Official community task.
- Mandatory appearance before an official body.
- Essential urgent family travel for matters such as medical care, escort leave, or a death in the family.
- Attendance of conferences, competitions, and events, with the permission of the Principal (e.g., Model United Nations, sports events, Olympiads).
- Work in the entertainment industry.
- Observation of religious holidays that are not defined as public holidays in the UAE.
- Examination leave (for board and pre-collegiate examinations only, when approved by ADEK).
- Study leave (up to 4 weeks annually for board and pre-collegiate examinations only, when approved by ADEK).

Unexcused (unauthorised) Absence reasons:

- Absences that do not fall under the list of authorized absence reasons as given above.

Partial Absence reasons:

- **Authorized late:** Lateness that is excused by the school (Eg; adverse weather conditions; a traffic accident on the way to school etc)
- **Unauthorized late:** Lateness that is not excused by the school (Eg: arriving frequently without any valid reason.

Procedure for Applying leave (Authorised absence)

1. Students who are absent for a **day** due to sickness, the parent is required to forward an E-mail to the respective reception desks as well as class teacher before 8 am on the day of absence. If no E mail is received by the given time, the absence will be treated as unexcused absence. If the absence due to sickness is more than a day, leave application is to be submitted in applicable format to the reception desk supported with either Sick leave certificate or Patient Attendance Report.

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2. Students absent for more than a day for any other reason, the parent is required to submit the leave application as per the format available on the school website (also available at the respective reception desks) prior to commencement of their leave of absence along with supporting documents to justify the reason for absence and be handed over either to the respective reception desk or to the class teacher. Before proceeding on leave, either the parent or the student is to ensure that the leave is approved by the Principal.

Action by school for Unexcused absences

1. Leave requested not supported with valid & justifying documents will be considered as **Unexcused absence**. Parents will receive notification from ADEK, if the number of unauthorized absences exceed the authorized absence as per the ADEK Student Administrative Affairs policy.
2. All unreported absences within 2 hours of attendance register being closed and will be reported to ADEK/eSIS as unauthorized.

Ensuring Attendance Compliance by School

The school will ensure attendance compliance by observing the following procedures:

- The school will maintain accurate daily attendance data for each student by the respective class teachers and handover to the school registrar.
- Late arrival to school beyond 7:50 am will be closely monitored and recorded by the staff detailed for it.
- School Registrar report the daily attendance to ADEK through the eSIS platform
- School communicates with the parents, students and staff to ensure good attendance/tardiness of students through circulars /E mail communications at regular intervals.
- In the case of students who are long absence without any information for any reasons, the school will forward three reminder notifications to the parent registered E mail & contact number. If no satisfactory reply is received from the parent even after delivering the final reminder, the school take up the case with ADEK for blocking the student in eSIS.

Attendance Monitoring and Consequences

- Students who accumulate unauthorized absences of more than 5% (Grades 1-12) and 10%(KG) of the total school calendar days will be identified as a "Cause for Concern" and further will be monitored closely as being at Educational Risk for their potential impact on learning. The school shall work with the concerned students and their parents to implement an intervention plan in line with the ADEK Education Risk policy.

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- The school encourages punctuality and expects students to arrive on time each day.
- In cases of adverse weather or other exceptional circumstances, students will be excused for tardiness.
- For three or more instances of lateness, students will be subject to action as per the school's Behaviour Policy.
- Students who have exceeded the 5% & 10 % approved leave (excused absences) respectively for Grade 1-12 & KG are required to submit an undertaking to the respective Class teachers before availing any more unexcused absences.

Conclusion

We urge all students and their parents to strictly follow the attendance and tardiness procedures, in line with ADEK's expectations, to avoid any learning disruptions and ensure a positive academic experience. Students' absence records and punctuality are critical to their success, and it is essential that we all cooperate in maintaining the highest standards. Hence, all students are expected to be punctual to school and strictly follow the procedure of attendance marking and monitoring so as to be within allowed percentage of absence and thereby reducing the implication of learning loss.

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