



STUDENT ATTENDANCE POLICY

PURPOSE:

- To ensure that Al Sanawbar Private School deal firmly and effectively with concerns related to student absence and punctuality.
- To ensure that students attend all classes and activities that result in their understanding of the curriculum and the subjects being taught.
- To ensure that the policy is effectively communicated to Parents/Guardians.

POLICY:

2. Attendance

2.1 Requirements: At the beginning of each academic year, Al Sanawbar Private School shall develop, implement, monitor, and regularly review and communicate the Attendance Policy to parents and publish it on the website and parent portal. The policy shall outline the following elements:

1. Defining Attendance and Punctuality: Al Sanawbar Private School shall ensure that the attendance policy defines attendance and punctuality and sets out the school's procedures to ensure compliance.
 - a. Al Sanawbar Private School have a procedure in place to follow up on all unreported absences within 2 hours of the attendance register being closed.
 - b. Al Sanawbar Private School established a system to record and notify parents of the arrival and departure of unaccompanied Cycle 3 students and upon parents request for students in any grade below Cycle 3, in line with the *ADEK Safeguarding Policy*.
 - c. For compulsory grades (Grade 1 and above), Al Sanawbar Private School shall identify students with unauthorized absence rates above 5% of the total calendar days outlined by ADEK as a "cause for concern".
 - Al Sanawbar Private School shall determine whether to identify the student as being at educational risk, in line with the *ADEK Educational Risk Policy*.
 - If the absences lead to reasonable suspicions of maltreatment (neglect), Al Sanawbar Private School shall report this in line with the *ADEK Student Protection Policy*.
 - d. For the KG cycle, Al Sanawbar Private School shall identify a student's overall absence rates (including authorized and unauthorized absences) above 10% of



the total calendar days outlined by ADEK, as a “cause for concern” and shall further escalate, in line with the ADEK Educational Risk Policy and/or the *ADEK Student Protection Policy*, if applicable. Al Sanawbar Private School shall advise the student's parents that persistent absences may have an impact on student learning and progression.

- e. Al Sanawbar Private School shall require students with additional learning needs to comply with the school's attendance requirements as detailed above. Al Sanawbar Private School shall accommodate leaves requested for medical or therapeutic reasons.

2. Ensuring Attendance Compliance: Al Sanawbar Private School outlined the procedures via which attendance compliance is ensured, including:

- a. Recording attendance.
- b. Managing absences in accordance with the guidelines issued by the ADEK Student Happiness Committee.
- c. Recognizing excellent or improved student attendance.
- d. Reporting attendance to ADEK daily on eSIS.
- e. Safeguarding against travel-related absences during periods before school breaks by verifying that lesson plans enable positive engagement in productive learning throughout the academic year (e.g., lesson plans are not designed to be “light” in the last week before the end of the term in anticipation of student absences).
- f. Communicating and working effectively with parents, students, and school staff about the importance of good attendance, the rules of attendance, and the consequences of poor attendance.

3. Authorized Absences:

- a. Al Sanawbar Private School shall authorize the following types of absences, provided they are supported by a signed letter from parents or official documents from appropriate authorities:
 - Illness.
 - Death of a first- or second-degree relative.
 - Medical appointment scheduled prior to the absence.
 - 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).
 - Al Sanawbar Private School shall remain open for learning during study leave and shall ensure that adequate support is provided to students who are not taking leave.
- Leave for medical or therapeutic reasons for students with additional learning needs.
- Government-approved school closures due to extreme weather conditions.
- Where an absence is authorized, Al Sanawbar Private School shall inform the student of work to be caught up and shall allow the student to complete any assignments or tests that they have missed.

4. Punctuality:

- a. Al Sanawbar Private School shall excuse students who are late in the morning in the case of adverse weather conditions, or any other exceptional reason deemed appropriate by the school administration.
- b. Al Sanawbar Private School shall have a mechanism in place to approve and manage student punctuality.
- c. Where a student is late on three or more occasions within an academic year, Al Sanawbar Private School shall undertake the appropriate course of action in line with the *ADEK Student Behavior Policy*.

2.2 Maintenance of Attendance Records: Al Sanawbar Private School shall ensure that teachers record student attendance daily and report it to the administration for updating eSIS.

2.3 Intervention Mechanism for Students at Educational Risk: Al Sanawbar Private School shall identify any students with low attendance as “students at educational risk”.

1. Al Sanawbar Private School shall work with the concerned students and their parents to implement an intervention plan in line with the *ADEK Educational Risk Policy*.