



Attendance Policy

Al Sanawbar Private School

Effective Date: AY 2024–2025

Review Date: June 2026

Reviewed By: Senior Leadership Team (SLT)

1. Purpose

The purpose of this Attendance Policy is to ensure that every student at Al Sanawbar Private School attends school regularly and punctually to maximize their learning potential and wellbeing. The policy establishes clear procedures to record, monitor, and promote attendance in compliance with the Abu Dhabi Department of Education and Knowledge (ADEK) Attendance Regulations.

2. Definitions

2.1 Attendance: Presence of a student during scheduled instructional hours.

2.2 Punctuality: Arriving at school and to lessons on time.

2.3 Authorized Absence: Absence approved by the school with documentation.

2.4 Unauthorized Absence: Absence without valid documentation or approval.

3. Procedures for Ensuring Attendance and Punctuality

Daily attendance is recorded by teachers during the first period and uploaded to eSIS by 9:00 a.m. daily. Unreported absences are followed up within two hours after the register closes.

Arrival and departure of unaccompanied Cycle 3 students are logged daily. Parents may request this service for younger students in line with ADEK's Safeguarding Policy.

3.4 Identification of Concerning Absences:

School Cycle	Threshold	Action
KG	Absence >10% (authorized + unauthorized)	Parent engagement and referral if neglect suspected.
Cycle 1–3	Absence >5% (authorized + unauthorized)	Marked as 'cause for concern'; review and possible intervention.

Students of Determination are expected to follow attendance rules, with flexibility for documented medical or therapeutic leave.

4. Authorized Absences

Authorized absences include illness, death of a close relative, medical appointments, official tasks, national events, approved educational activities, religious observances, examination leave, and government-approved closures. Teachers must inform students of missed work and allow makeup opportunities.

5. Unexcused Absences

Family vacations during school days, staying home without notifying the school, non-emergency medical appointments, non-severe weather conditions.

6. Absence Due to Illness

Duration of Absence	Required Documentation	Authorized Limit
Up to 3 days	Parent-written sick note (daily)	12 days annually without medical certificate
4+ days	Sick leave certificate from a DoH-licensed physician	Beyond 12 days: medical reports for chronic cases

7. Punctuality Procedures

The school day begins at 7:30 a.m. Late arrivals must report to Reception for a Late Pass. Repeated lateness triggers parental notification and disciplinary action. Exceptions may be made for adverse weather or exceptional reasons.

8. Attendance Compliance and Monitoring

Attendance is reported daily to ADEK through eSIS. Certificates are awarded for excellent or improved attendance ($\geq 98\%$). Teachers ensure instructional

continuity before breaks. Communication with parents emphasizes attendance importance. Staff responsibilities are clearly defined.

9. Maintenance of Records

Teachers record attendance daily. Data is centrally maintained for inspection and reviewed weekly by the SLT to identify trends.

10. Intervention Mechanism for Students at Educational Risk

Students with low attendance are identified as 'students at educational risk.' The school engages parents, develops intervention plans, and monitors improvement. Cases suggesting neglect are reported under ADEK's Student Protection Policy.

11. Roles and Responsibilities

Role	Responsibilities
Principal	Approves policy, ensures ADEK compliance, communicates with parents and ADEK.
Vice Principal	Supervises implementation, monitors reports, initiates interventions.
Attendance Officer	Maintains attendance database, follows up absences, contacts parents.
Teachers	Record attendance accurately, report concerns, support catch-up work.
Supervisors/HODs	Analyze attendance data, identify trends, coordinate with SLT.
Parents	Ensure punctual attendance, report absences, submit documentation.
Students	Attend regularly and punctually, make up missed work responsibly.

12. Policy Review

This policy is reviewed annually by the Senior Leadership Team to ensure alignment with ADEK regulations and ongoing improvement in attendance practices.

