Attendance Policy

The purpose of the attendance policy is to maintain parents' and students' awareness of the importance of regular attendance, to raise attendance rate and to improve punctuality. When children are absent, they lose valuable learning time that will affect their performance, making it more difficult for them to catch up on their work.

Attendance and Absenteeism -Parents' Role

- Parents should make every effort to ensure that their children attend school every school day and arrive on time
- If students need to be absent from school for a particular day, parents must inform the School.
- When a student returns to school after being absent, parents must send a signed note to the school indicating the reason for the student's absence.
- Parents who plan to have their children miss several days of school are 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 or parent is 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 concerned teachers either before leaving or shortly after returning from the absence.
- Parents should seek to ensure that family vacations take place during scheduled School holidays
- The following types of absences are to be regarded as unauthorized:
    - Shopping trips
    - Unnecessary travel
    - Other types of absences not included in the authorized absence list

Principal's Signature

مجلس أبوظبي للتعليم
المدارس الخاصة
Private Schools
Abu Dhabi Education Council

1. Attendance and Absenteeism

a. Morning Attendance

- Students are expected to be in school by 7:30 to attend the morning assembly, UAE national flag and national anthem ceremony. Students arriving after 7:45 will be considered late. They are supposed to enter the school from the main reception area.
- The School administration will excuse students for being late in the morning during days with adverse weather conditions (e.g. heavy fog).

b. Daily Attendance

- Students are expected to be committed to coming to school regularly, attending (184) days as required by Abu Dhabi Education Council. Whenever a student is absent, the school shall send a notification message to parents through the (Esis) system.
- If an absence is authorized, the student will be able to make up the work and tests that were missed. If an absence is unauthorized, the school will agree with the parents on the appropriate course of action pending completion of the investigation into the circumstances surrounding the absence.
- Students should submit a medical or a valid excuse approved by the administration. In case the documents are not submitted, the school is not responsible for any lessons the student missed due to his /her absence.
- The school does not also allow students to stay afterschool for any group work project.

c. Early Release

1. Allowing students to leave early due to pressing/urgent reasons

- If students need to leave before the end of the day, the office of the school's principal must be informed. The admin has the right to refuse if not convinced about the reason/excuse.
- An excuse will be given to the student in case of urgent family or medical issues.
- Parents/guardians in person **must escort/pickup** their child, and in the case of the parent not being able to do so, an identification of the parent/guardian will be required for verification purposes and the parent/guardian must be able to be reached by phone.

2. Departing School at the end of the day

- Private Vehicles: Female and male students should be picked up from the exit gates allocated in their buildings.
- School Buses: Students should go directly to the assembly point allocated for buses. Female and male students should exit from their allocated gates.
- The school will not be held responsible if the student left the school with his/her relatives or friends without informing the Section's administration.

- Students are not allowed to leave the school during activities and celebrations without obtaining the section principal's permission.
- The school will immediately inform the student's parents of incidents of truancy and will hold discussions with both of them. In addition, the student's attendance will be closely monitored.

Violation to the Policy Rules

In case of violation to the rules included in this policy, the following actions will be taken:

1. Verbal warning
2. Then, the parents will be informed of the violation and a record will be kept in the student's file.
3. Students will receive a warning letter for every three (3) unauthorized absence. A letter of notification will be sent to parents for a formal clarification; accordingly, the parent will sign a written pledge and guidance sessions will be given to the student.
4. The school can expel a student from school when the student has an unexcused absence of 10 consecutive days, or 15 days non-consecutively during the academic year provided that:
   - The school has sent three warning letters (i.e. a warning letter is sent every three days.)
   - The School Principal issues the expulsion
   - The expulsion is approved by ADEC
   - Parents are informed

Principal's Signature

مجلس أبوظبي للتعليم
المدارس الخاصة
Private Schools
Abu Dhabi Education Council

مدرسة الاتحاد الوطنية
ALITTIHAD (NAT'L)SCHOOL
P.O.Box: 107071 Abu Dhabi