



# Student Attendance & Punctuality Policy & Procedures

Abu Dhabi Island International Private School

## Introduction

Regular school attendance is the foundation of every student's success. Being present and punctual builds responsibility, protects learning, and ensures that students thrive academically and socially.

This policy aligns with ADEK's Student Administrative Affairs Policy (effective AY 2025/26) and outlines the school's rules and procedures for managing attendance and absences.

## Attendance Rules

### Kindergarten

- Absence exceeding **10% of the academic year (18 days)** will be flagged.

### Grades 1–12

- Absence exceeding **5% of the academic year (9 days)** is considered a concern.

Applies to both **excused** and **unexcused** absences combined.

## Excused Absences

Accepted reasons include:

- Illness (supported by parent notes or DOH medical certificates).
- Emergency medical appointments.
- Family bereavement (first or second-degree relatives).
- Official duties.
- Competitions or school-approved events.
- Government public holidays.
- Study/exam leave (with ADEK approval).
- Government-mandated closures.



**Important:** Even excused absences require the student to complete all missed work and assessments.

## Medical Absences

- Parents may submit written sick notes for up to **3 consecutive days** (maximum 12 days per year).
- Starting from the **4th day**, a DOH medical certificate is required.
- For **chronic illness**, parents must provide full DOH medical reports if absences exceed 12 days.

## Unexcused Absences

Examples include:

- Family vacations during school days.
- Staying home without informing the school.
- Non-emergency medical appointments.
- Absence due to minor weather conditions.

## Lateness

- Frequent lateness will be monitored.
- The school will take appropriate action depending on the frequency and impact on learning.

## Parent Responsibilities

- Parents must **notify the school immediately** of any absence.
- Supporting documents must be submitted to ensure the absence is recorded as excused.
- Parents should ensure that their child completes all missed work/tests.



## Compliance

This Attendance Policy is mandatory and will be applied from **AY 2025/26**.

The school will monitor student attendance and take appropriate action when thresholds are reached, in line with ADEK requirements.