



AAKPS ATTENDANCE POLICY



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Student Attendance Procedure Plan

Rationale

The school recognises the importance of regular student attendance. This policy aims to ensure the best possible attendance monitoring procedure plan to ensure students' progress. It has been established, through extensive research, that academic success is intertwined with student attendance practices. Students need to be in the classroom to benefit from the teacher's guidance and from interaction and exchange of ideas with peers.

Excessive absences affect the culture of the classroom, where the faculty seeks to build a community of learners. A student's excessive absences or tardiness can lead to incomplete and unsatisfactory work, a reduced capacity to meet curricular standards, and therefore, academic Grades.

Responsibility of the Parents:

- Reading, understanding, and following the AAKPS Attendance Procedure Plan
- Promoting their child's attendance and punctuality and abiding by the schools' timings
- Understand and uphold the AAKPS Attendance Procedure Plan which states:
 - continued tardiness and absenteeism will result in disciplinary measures and will affect the students' chances of enrolment during the upcoming academic year.
- Ensures that their child attends school wearing the approved school uniform and is fully prepared for the lessons.
- Recognizes that there are legitimate and unavoidable reasons for absence, parents/ guardians may call the school to excuse a student's absence. To excuse an absence, the parent/guardian must call the school office at **03-7811232 / 0563005684** prior to the end of the school day on which the student is absent. If an absence is not called in by 10:00 Am, the absence is unexcused.

- The parent/guardian must leave a return telephone number, and a reason for the absence. No one except a parent or guardian may excuse an absence for a student.
- Excused absences should be called in before parent arriving to school.
- When a student comes to class more than ten minutes after formal instruction has begun, she/he is considered absent.
- In extenuating circumstances, a student or his/her parent/guardian may appeal to the administration to resolve attendance issues.

If a student arrives later than 7:30 am (with a 10-minute grace period) they are considered late. In case of repeated tardiness and absenteeism the following applies:

Offence	Frequency	Implications
Lateness – this refers to being late in coming to school at the start of the school day and to instances of being late to lessons within the school day	The first three (3) incidents of tardiness in a short period of time such as a month or an academic term	Written warning to student and notify parents. Tardiness will be noted in the students' behaviour report
	Up to an additional three (3) instances of tardiness in a short period of time, such as a month	Parents and student to be called to a meeting with the principal or a designated person by the principal. Parents and student to sign a written pledge not to repeat the offence. Tardiness to be noted in students' behaviour report.
	Any additional incidents to the above	At the discretion of the school, decision might include one or more of the following: • Community hours at the school. • Detention during school break or after school hours. • Temporary suspension for up to three days • A written notice announcing refusal to re-enrol the student in the school for the following academic year
Absenteeism – this refers to frequent or habitual absence from school or from lessons without a valid medical or family related excuse.	The four (4) incidents of absenteeism in a short period of time such as a month or an academic term	Written warning to student and notify parents. Absent days will be noted in the students' behaviour report.
	Up to an additional three (3) instances of tardiness in a short period of time	Parents and student to be called to a meeting with the principal or a designated person by the principal. Parents and student to sign a written pledge not to repeat the offence. Absent days to be noted in students' behaviour report.

	time, such as a month	
	Any additional incidents to the above	At the discretion of the school, decision might include: • In-school detention. • Temporary suspension for up to three days. • A written notice announcing refusal to re-enrol the student in the school for the following academic year.

Parents/guardians are valued stakeholders and have direct impact on students' attendance practices. Parents need to call the school and notify them if their child's absenteeism is excused by 10:00 a.m., the same day the student is absent.

NEW ADEK REQUIREMENT: Absence Due to Illness

- If a student is absent due to illness for **three consecutive days or more**, parents must provide a **medical certificate** from a licensed medical professional upon the student's return to school to justify the absence.
- Parents must ensure that the student is **fully recovered** and poses no risk of infection to others before returning to school after an illness.

NEW ADEK REQUIREMENT: Definition of Excused and Unexcused Absences

- **Excused Absence:** An absence is considered excused only when:
 - A valid medical certificate is provided (for 3 or more consecutive days of illness).
 - Absence is due to documented hospitalization or emergency.
 - Absence is due to critical family circumstances (death in the immediate family), documented and approved by school administration.
 - Absence is due to mandatory government or ADEK requirements (e.g., official exams).
- **Unexcused Absence:** All other absences are considered unexcused, including, but not limited to:
 - Absences without proper prior notification or documentation.
 - Family vacations taken outside of scheduled school holidays.
 - Oversleeping or transport issues without severe justifiable cause.

School Responsibility:

Ain Al Khaleej Private School keeps accurate records of student attendance and will communicate promptly and consistently with parents/guardians regarding attendance issues.

- Providing supervision 45 minutes prior to the start of the day and supervision for 90 minutes at the end of the day.

NEW ADEK REQUIREMENT: Maximum Absence Limit

- AAKPS shall ensure that a student's total number of **unexcused absences** in an academic year **does not exceed 15%** of the school days.

NEW ADEK REQUIREMENT: Intervention for Excessive Absence and Consequences

- When a student's absence, whether excused or unexcused, reaches a cumulative total that is deemed detrimental to their academic progress (e.g., reaching 10% of total school days), the school shall:
 - **Notify the parent/guardian** of the potential risk to the student's academic standing.
 - **Implement an early intervention plan**, which may include academic support, counselling, or a formal meeting with the student and parents.
- **Formal Consequence (Exceeding Limit):** If a student exceeds the 15% limit for **unexcused absences**, the school reserves the right to initiate formal **withdrawal proceedings** or potentially require the student to **repeat the academic year**, in line with the ADEK Student Administrative Affairs Policy and relevant regulations.

Frequent Absenteeism:

In accordance with ADEK policy, “[f]or compulsory grades (Grade 1/Year 2 and above), schools shall identify students with unauthorized absence rates above 5% of the total calendar days outlined by ADEK as a “cause for concern” (**Student Administrative Affairs Policy, pg. 9**). If a student misses 5% consecutive days AAKPS will send a “cause of concern” letter to the parents, requesting specific reasons for extended absenteeism and that the student could be identified as being at “**educational risk**”.

- “If the absences lead to reasonable suspicions of maltreatment (neglect), the school shall report this in line with the **ADEK Student Protection Policy**”. (**Student Administrative Affairs Policy, pg. 9**)
- “For the KG cycle, schools 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 are authorized to further escalate, in line with the ADEK Educational Risk Policy and/or the *ADEK Student Protection Policy*, if applicable. Schools shall advise the student's parents that persistent absences may have an impact on student learning and progression” (**Student Administrative Affairs Policy, pg. 10**).

Punctuality and Late Arrival:

AAKPS establishes firm expectations that all students are on-time and attend classes promptly as this is important in sustaining a consistent learning environment.

- Teachers will follow the school’s procedure for late arrivals (e.g., requiring students to register at the reception to obtain a late pass).
- Where a student is late on three or more occasions within an academic year, AAKPS shall undertake the appropriate course of action in line with the ADEK Student Administrative Affairs Policy.
- If students have doctors’ appointments or other obligations that require them to arrive late at school, the parents/guardians may call prior to the student’s arrival at school to excuse the late arrival. Upon arrival at school, students should check in at the office to receive permission to go to class.

Early Dismissal:

Once the school day has begun and a student is in attendance, she/he may be dismissed via a parent/guardian phone call. Early dismissal phone calls must be received prior to the student's departure.

If the school does not receive timely notification of a late arrival or early dismissal, the student's absence from any classes will be recorded as unexcused.

If the parent/guardian notifies the school, the student may return to school

AAPKS Procedure Plan:

- Establishes firm expectations that all students are on-time and attend classes promptly as this is important in sustaining a consistent learning environment that meets everyone's learning needs.
- Provides significant flexibility in accommodating legitimate absence or lateness with minimal administrative interference.
- Assures an efficient line of communication between parents and school regarding attendance practices for both students on campus and distance learners to ensure the least amount academic impact.
- Clearly defines the responsibilities of students, educators, and parents regarding absences, tardiness, and dismissals.

School Timings:

The daily routine: Timing of the School Day

KG: 8:00 AM to 12:00 pm

Late Pickup for KG should not exceed 1:30 pm.

Grade 1 to 12 both MOE and American Section: 7:30 AM to 2:00 P.M.

Late Pickup for Grade 1 to 12 should not exceed 3:30 PM

- In case repeatedly late picked up (3 subsequent warnings) the school reserves the right not to register the child in the next academic year.
- Students' tardiness has a direct impact on classroom learning as students tend to be disruptive when entering the class late.
- Likewise, the attendance of teachers is imperative to securing continuous and progressive learning experiences for all students at the school. The school will always secure and improve teachers' attendance and ensure that students are not left without a qualified teacher.
- Parents must work alongside of the school to improve and maintain high attendance rates.

Excused Late Arrivals and Early Dismissals:

- Punctuality:
 - a. Schools 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. Schools shall have a mechanism in place to approve and manage student punctuality (for instance, requiring students to register at the reception to obtain a late pass).
 - c. Where a student is late on three or more occasions within an academic year, schools shall undertake the appropriate course of action in line with the ADEK Student Behavior Policy. (**Student Administrative Affairs Policy, pg. 11**).
- If students have doctors' appointments or other obligations that require them to arrive late at school, the parents/guardians may call prior to the student's arrival at school to excuse the late arrival. Upon arrival at school, students should check in at the office to receive permission to go to class.
- Once the school day has begun and a student is in attendance, she/he may be dismissed via a parent/guardian phone call. Early dismissal phone calls must be received prior to the student's departure.
- If the school does not receive timely notification of a late arrival or early dismissal, the student's absence from any classes will be recorded as unexcused.
- If the parent/guardian notifies the school, the student may return to school for a portion of the day after a dismissal. If the returning student will be entering a class late, she/he should check in at the office to receive permission to go to class.
- It is the student's responsibility to follow up with the teacher regarding missed work if s/he has missed a class due to a dismissal.

Policy Review Dates:

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