



ATTENDANCE POLICY

ABU DHABI INDIAN SCHOOL, BRANCH I, AL WATHBA





ABUDHABI INDIAN SCHOOL, BRANCH 1
ATTENDANCE POLICY

Name of Policy	:	ATTENDANCE POLICY
Purpose of Policy	:	To inform and ensure that the ATTENDANCE POLICY is clear and understood by all
Approval for this Policy given by	:	Principal
Responsibility for its update	:	Principal
Date of Approval	:	10-01-2021
Proposed Date of Review	:	01-01-2023

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Principal's Signature :

Shikanti





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AIM: To ensure that all students are punctual to School

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OBJECTIVE: To train and practice punctuality in student life, the main key to success.

INTRODUCTION

At Abu Dhabi Indian School Br.1, Al Wathba, we are concerned about our students' safety and well-being, thereby we request the parents to notify the school that the student will be absent by phone in the morning by 8.30 A.M. Failure to do this will result in the student receiving an unexcused absence. We want to reinforce the importance of regular school attendance.

Basic requirements and responsibilities in relation to students' attendance at School:

- Students are expected to attend School on every school day as specified in the School calendar.
- Students shall arrive at School punctually every day, attend morning assembly, and attend classes on time.
- Teachers will maintain a record of attendance by students for every day.
- School will maintain accurate daily attendance data for each student, including timely or late arrival to School.
- Parents/Guardians will 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/Guardians must inform the School accordingly
- When a student returns to School following an absence, Parents/Guardians must send a signed note to the School indicating the reason for the student's absence.
- Students are responsible for completing all assignments missed during their absence
- Parents/Guardians should seek to ensure that family vacations take place during scheduled School holidays.

TYPES OF ABSENCES

Excused: An absence due to illness, doctor's appointment, or serious illness or death of a family member. Students/parents must go to the teachers and request



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make-up work. The first five absences will only require a phone call to be excused. However, any absence after five will require a call and a doctor's note upon the return of the student to be excused.

Explained: An explained absence (not an absence due to illness, doctor's appointment, serious illness, or death of a family member) is when a parent/guardian takes the student out of school with the principal's prior knowledge and approval. Students will be required to get assignments for classes to be missed and an assignment form completed prior to leaving the school. The assignments will be due on the day the student returns to school. Failure to follow this policy will result in the absence being recorded as an unexcused absence.

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Extra-Curricular Activity Absences: Students are allowed 4 activity absences. Activity absence is any absence that is school related or school sponsored. Extra-curricular activities include, but not limited to, field, competitive events, and student activities. The student will be encouraged to take part in the extra-curricular activities and will be marked as OD (On-Duty) for that particular day or days.

Truancy: A student who leaves school without parental consent or is absent from school on a regular basis without school authorization, or has a high rate of absenteeism shall be reported to the ADEC for legal action. Parents/Guardians are compelled to send their child to school and could incur legal liability for failure to do so.

Unexcused: An absence in which the student is out of school that does not qualify as excused or explained. The student will be brought to the office for disciplinary action and will receive no credit (0's) for all class work missed. In the case of parent, not calling to report an absence by 8:30 AM the morning of an absence, the school will attempt to reach the parents at home or work. The Principal has the ability to determine or change an absence from excused to unexcused, or from unexcused to excuse.

Excessive Absences: A student who has more than 10 days of unexcused absences in a semester may be subjected to grade retention. However, a student can serve 15 detention times to make up 1 day of being absent. A letter of notification will be sent to the parent/guardian after 5 unexcused absences occur in a semester and again after 10 unexcused absences. If a student or parent/guardian refuses to adhere to our attendance policy, they may be reported to the ADEC. The respective class teachers call the parent/guardian to find out the reason for the child's absence and the parents are also informed during the Open houses if there are frequent absenteeism.



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Absenteeism during Exams: Any student who is absent for any exams (FAs & SAs) should submit a medical certificate from the doctor to the respective class teachers, Supervisors, Admin Office or the reception once the student re-joins. Failing to which the child will be marked absent for that exam and it will affect the overall percentage of the student.

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Absenteeism

Students who are availing leave due to an emergency / medical reason must submit the online leave application available on the school portal along with the supporting doc for approval of leave. It is mandatory for the parents to give prior information to the school by applying for leave online (www.adiswathba.com) stating the reason with appropriate evidence.

Leave for going out of town/country should be approved prior to proceeding on leave. Only emergency and medical leave will be approved on producing valid documents.

For one day's absence, parents should fill up the record for Non-Attendance for each day the student is absent from the school stating the reason for absence in the School diary.

If there is any important communication that has to be passed on, the School will attend calls from 8:00 a.m. to 3:45 p.m. from Sunday to Thursday

Students, who need special medical attention during school hours, may bring it to the knowledge of the class teacher and the school nurse. The school nurse may be contacted on 02-5831991.

Students suffering from the following diseases must observe the prescribed period of quarantine before returning to class:

- a) Chicken Pox - Till complete falling of the scabs
- b) Cholera - Till the child is completely well
- c) Measles - Two weeks after the rash disappears.
- d) Mumps - Until the swelling has gone, about one month
- e) Jaundice - Six weeks after recovery

It is compulsory for students to have a minimum of 80% of the attendance in the academic session to make them eligible to sit for final exam

Unexplained absence for more than a month without the payment of fees renders the students to have their name struck off the rolls. Re-admission may be granted on payment of fresh admission fees depending on the availability of seats.