



<b>Policy 54</b>	<b>ATTENDANCE POLICY</b>
<b>Date Published</b>	30 <sup>th</sup> March, 2017
<b>Evaluation &amp; Review</b>	26 <sup>th</sup> August, 2024
<b>Rationale</b>	Regular attendance is to ensure that students are attending all classes and activities that result in their understanding of the curriculum and the subject being taught.
<b>Roles and Responsibility</b>	Parents, Students, Senior Leadership Team, Teachers, School Counsellor
<b>Vision of International Indian School (IIS)</b>	<p>International Indian School-Abu Dhabi envisions creating a challenging learning environment that encourages high expectations for success and that allows individual differences, thinking and learning styles.</p> <p>International Indian School aims to create lifelong learners who understand the needs of the society and the world we live in, are tolerant to all and are successful individuals, capable of securing opportunities that are beyond imaginations of today.</p>

### Policy Statement

Maintaining good attendance in school is extremely important in succeeding academically. Attendance at school is compulsory, five days a week. It is important that students gain continuity in their education. This Attendance Policy is based on ADEK Policy 54: Student Attendance.

The school shall issue the attendance policy to the Parents in the beginning of the academic year.

Students Attendance:

- IIS expects all the students to attend the school on every school day as specified in the school calendar.
- It is mandatory for the students to arrive on time, attend school assembly and attend classes on time. In case the child has arrived late to the school (who are



- private transport users) they shall provide with a written explanation regarding the same.
- School will maintain accurate daily attendance on the school portal – of which the parent will receive the live time updates and notification.
  - IIS insists that parents/ guardians make every effort to ensure that their children attend school every school day and arrive on time.
  - If an absence is anticipated, a pre-excused form should be to the PRINCIPAL. This could occur for example, when a medical appointment has been made.
  - Students are expected to complete all the assignments missed during their absence.
  - Any extended leave of absence including overseas leave must have prior approval from the principal (leave more than 2 days).
  - School will immediately inform the student's parents/Guardians of incidents of truancy and shall hold discussions with them and the student and closely monitor the student's attendance.
  - Parents/Guardians 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.
  - If the absence is authorized (confirmed by a signed letter from Parents/ Guardians or by way of official documents) then the child has a right to make up the work and tests that were missed. If the absence is unauthorized, the school will agree with the Parents/ Guardians on appropriate course of actions pending completion of investigation into circumstances surrounding the absence.
  - IIS expects the student or the parent/ guardian to be responsible for contacting school administration to learn of all assignments and tasks given to the students.
  - The school expects that the unfinished assignments must be completed by the students and returned to the relevant teachers either before leaving or shortly after returning from the absence.
  - Students are discouraged to leave for vacation earlier than the closing date or join late after the opening day of school.
  - Authorized Absence

The following type of absence may be regarded as authorized when confirmed by a signed letter from Parents/ Guardians or by way of official documents:

Illness  
Death of first or second degree relative  
Scheduled doctor appointment





Official community task  
Mandatory appearance before an official body  
Essential urgent family travel for matters such as medical treatment or the death of a family member

- Unauthorized absences  
The following type of absence is to be regarded as unauthorized:  
Shopping trips  
Unnecessary travel

Other types of absences not included in the authorized absences list.

- If a student returns after an absence a note of explanation should accompany a child. A telephone call explaining the absence is also sufficient.
- In cases, when a student will be absent representing the school, state or country at sport or any other ADEK organized activities such as music, debating etc., then the student will be marked as officially present at school.
- The school has a right to expel a student in case there is an unexcused absence for ten days continuously, or fifteen non continuously during the academic year. This is on the condition that the school has already sent three warning letters, such that a warning is sent every three days. Additionally, the expulsion order will be issued by the School Principal and approved by ADEK, and the parent/guardian is informed.

#### **Fractional Truancy:**

It is essential that students attend every class in a day. The Class teacher marks the attendance register every day and will inform the Vice Principal if a student is absent from class without approval.

The markings recorded are: P = present A = absent L = Leave

#### **Attendance that is irregular**

##### **Late arrival at School:**

- Students are expected to be on time for class and should arrive on campus no later than 8:00a.m. and late arrival is not permitted. Late arrival refers to the child coming to school once the assembly has begun at 8am.
- School will excuse students for being late in the morning during days with adverse weather conditions.



**Leaving early:** If a student needs to leave early from school, the following procedure applies.

- The parent has to notify the help desk in the reception and sign a pre-excused absence form and get it countersigned by the Vice Principal/Principal to sanction the leave.
- If the pre-excused form is not signed by the Vice Principal/Principal, the student or the parent are required to meet them and give an explanation.

*Procedures for Following Up Students Prolonged Absence without Notice*

Frequency	Remarks	Actions/Implications
<b>Five (5) instances of Absence within a month</b>	1st Warning	1st Warning from <b>Class Teacher</b>
<b>Ten (10) instances of absence within a month</b>	2nd Warning	2nd Warning from the <b>Grade Leader, cc Coordinator</b>
<b>Thirteen (13) instances of absence within a month</b>	3rd Warning	Meeting with the <b>Counsellor</b> to remind the current protocol and next action
<b>Any further incidences in a term</b>	Disciplinary Action	Written undertaking from parents signed by <b>Principal/Vice Principal</b>
<b>Total of 25 days unauthorized absence</b>	<b>Disciplinary Action</b>	<b>Required action will be taken</b>



## Appendix 1 – Draft letter to parents

*Prior to giving a warning letter, please give verbal reminders to students.*

### **1st Warning Letter**

Dear Parents,

I hope this message finds you well. I am writing to inform you that your ward has been absent from school on 5 occasions in the past days. This serves as our initial notification regarding this matter.

Regular attendance is crucial for academic achievement and positive student behavior. It significantly impacts your child's overall school success and prospects. Establishing good attendance habits early on is key to their long-term success.

If there are any valid reasons for your child's absences, please inform us with supporting documentation.

Thank you for your attention to this matter. We appreciate your cooperation in ensuring your ward attends school regularly.

### **2nd Warning Letter**

Dear Parents,

Greetings.

I want to address the ongoing concern regarding your ward's attendance. The consistent absences may hinder the progress this academic year.

We will be closely monitoring attendance and may need to arrange a meeting if improvement is not observed by the next check. If there are valid reasons for your child's absence, please reach out to us promptly.

If there's anything we can do to support your child's attendance, please don't hesitate to let us know.

Thank you for your cooperation

Policy Review: Ms. Germina Santiago  
School Counselor

Approved by: Dr. Beno Kurien  
School Principal

