

IIS ATTENDANCE POLICY -2025 -2026

Approved By: Principal and School Board

Effective From: Academic Year 2025/26

Date of Evaluation and Review: January 16, 2025

Next Date of Review: January 2026 (Review Cycle: Annual or upon ADEK updates)

Applies To: All staff, students, contractors, volunteers, parents/guardians, and visitors.

Authorized Signatories:

Principal

Vice-Principal

Head of Inclusion

School Counsellor

Senior Leadership Team

School Registrar

Introduction

Regular attendance and punctuality are essential for a student's academic progress, personal growth, and overall success at school. At International Indian School, we believe that consistent attendance not only supports learning but also fosters responsibility, discipline, and respect for time.

This policy has been developed in alignment with the Abu Dhabi Department of Education and Knowledge (ADEK) regulations to ensure compliance with national standards while addressing the needs of our school community



Purpose

This policy provides a clear framework for managing student attendance and punctuality at International Indian School. It sets standardized rules and expectations for students, parents, and staff to ensure that every child benefits fully from the learning opportunities provided.

Definitions

Attendance Days – The official instructional days in the academic calendar approved by ADEK and the School Board.

Authorized Absence – An absence supported by valid documentation (e.g., medical certificate, travel approval, or official letters).

Unauthorized Absence – An absence without valid reason or documentation, exceeding the permitted limit.

Late Arrival – A student arriving after the official start of the school day.

Early Departure – A student leaving school before the scheduled dismissal time with prior approval from parents and school authorities.

Policy Details

- Daily attendance is compulsory for all students.
- Parents are responsible for ensuring that their children attend school regularly and on time
- Teachers and school staff are responsible for accurately recording attendance and reporting concerns.
- The school will monitor attendance closely and will inform parents in cases of frequent absenteeism or late arrivals.
- Persistent unauthorized absence or tardiness may lead to disciplinary action, including warning letters and reporting to ADEK.

Procedures

Recording Attendance

- Class teachers shall record attendance daily during the first period
- Attendance will be entered in the digital attendance system and monitored by school administration.





- Students arriving late will be marked “Late” in the system and the latecomer register

Absence

- Parents must inform the school in advance (via email or phone) if a child is unable to attend.
- A medical certificate is required if the absence is due to illness and exceeds 2 consecutive days.
- For other reasons (travel, family emergencies, official events), parents must submit a written request with supporting documents.
- Absences of 20 days or more (consecutive or cumulative) without valid reason will be reported to ADEK, and a warning letter will be issued.

Late Arrival

- Students must report to class on time.
- Repeated late arrivals will result in parent notification.
- Continued tardiness may lead to disciplinary measures, including official warning letters.

Early Pick-Up

- Parents requesting early pick-up must inform the school office in writing or through the school communication system.
- Early pick-up is permitted only for valid reasons (medical appointment, family emergency, etc.).
- The departure time will be logged in the attendance system before the student is handed over.

Maintaining Records

- Attendance records will be maintained digitally and reviewed weekly by the Administration.
- Repeated patterns of absenteeism or tardiness will be flagged for intervention

Follow-Up on Frequent Absences

- Teachers shall contact parents when students are absent for 3 or more consecutive days without notification
- If no response is received, the case will be escalated to the Administration and Counselling Department.
- ADEK requires the school to take action (including warning letters) if parents fail to provide justification.





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Parental Responsibilities

- Ensure students arrive at school on time and attend daily.
- Inform the school promptly of any absence and provide required documents.
- Cooperate with the school in addressing attendance issues.

School Responsibilities

- Record and monitor daily attendance accurately
- Communicate attendance expectations to parents at the time of registration
- Follow up promptly on unexplained absences and late arrivals
- Issue warnings and escalate cases to ADEK when necessary.

Compliance

- Failure to comply with ADEK attendance regulations will result in disciplinary action for parents/students as required by ADEK laws.
- The school reserves the right to escalate cases of persistent absence, neglect, or suspected child protection concerns to ADEK and relevant authorities, in line with Federal Decree Law No. (3) of 2016 – Child Rights (Wadeema).

Reviewed and Approved By

Dr .Beno Kurien

School Principal

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