



## Policy Title: Attendance Policy

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**Approval Authority:** AIS Board of Trustees

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### INTRODUCTION

Regular attendance and punctuality are essential to student achievement and the development of personal responsibility. Consistent presence in class supports academic progress, fosters engagement, and strengthens habits such as discipline and commitment. The school views attendance as a shared responsibility between families and educators. Students are expected to attend school every day and arrive to school and class on time. Parents are expected to partner with the school in promoting daily attendance and ensuring their children come to school fully prepared to learn. They must work with the school to help students maintain high attendance rates that support long-term success.

### PURPOSE

- Communicate the school's expectations and procedures regarding attendance and absence.
- Define parental responsibilities in supporting regular and punctual attendance.
- Promote responsibility and punctuality as essential habits for academic success.
- Maximize learning time and ensure compliance with UAE regulations on compulsory education.

### DEFINITIONS

- **Absence:** The state of not being physically present in class/at school.
- **Absence rate:** The proportion of absences to school days as per the approved school calendar. If the student was admitted mid-year, the absence rate is calculated from their joining date.
- **Anticipated Absence:** A planned absence that must be requested in writing at least ten days in advance and approved by the Behavioral Management Committee.
- **Attendance:** The state of being physically present in class or at school. The attendance rate is recorded as the proportion of whole school days attended relative to the total number of school days as per the approved school calendar.

- **Educational Risk:** The decreased probability of student continuity, promotion, or graduation, or continuation to postsecondary education or other career pathways, stemming from factors such as habitual absenteeism.
- **Examination Leave:** A period of absence authorized by the school for students to attend external examinations.
- **Excused Absence:** A student absence that is accepted by the school based on a valid reason (such as illness or family emergency) and supported by required documentation submitted on time. Excused absences are reported to ADEK as authorized.
- **Maltreatment:** Physical, emotional, or sexual abuse. Maltreatment includes neglect, exploitation, and/or bullying.
- **Present:** The state of being physically available in class/at school.
- **Punctuality:** Arrival on time for school/class.
- **Study Leave:** A period of absence that is authorized by the school for students to study for examinations.
- **Tardy:** A student is considered tardy when they arrive at school or to class after the designated start time.
- **Unanticipated Absence:** An unexpected absence (e.g., sudden illness or emergency), which must be reported by 8:00 AM on the day of absence and supported by documentation if needed.
- **Unexcused Absence:** A student absence that is not accepted by the school, either because the reason is invalid (e.g., vacation, early holiday departure) or because documentation was not submitted on time. Unexcused absences are reported to ADEK as unauthorized.

## POLICY

### 1. Types of Tardy and Absence

#### 1.1 Tardies are considered either excused or unexcused.

- Excused tardiness includes *adverse weather conditions (i.e., heavy fog), unusual traffic, car accident, or any other exceptional reason deemed appropriate by the school administration.*
- Unexcused tardiness includes *oversleeping, living far from school, or dropping a sibling before coming to school/class.*

#### 1.2 Absences are considered excused/authorized or unexcused/unauthorized.

- The following types of absences are considered excused/authorized absences when approved by the Behavioral Management Committee by way of official documentation (i.e., medical reports): *illness, death of first or second degree relative, medical appointment*

*scheduled prior to the absence, or urgent family travel for matters of medical treatment or death in the family, leave for medical or therapeutic reasons for students with additional learning needs, observation of religious holidays that are not defined as public holidays in the UAE, mandatory appearance before an official body, official community task, or attendance of conferences, competitions, and events, with the permission of the Principal (e.g., Model United Nations, sports events, Olympiads).*

- The following types of absences are considered unexcused absences: *family visits and trips, unnecessary travel, doctor visits with no evidence of a scheduled doctor's appointment, early leaves before a school holiday, and other types of absences not approved by the Behavioral Management Committee.*
- Students will be marked as unexcused absent if they are absent without their parents' knowledge or consent, or if there is evidence that the absence was prearranged with parental cooperation but lacks a valid or approved justification.
- Examination leave for board and pre-collegiate examinations is considered an excused absence when the leave is officially announced by the school following prior approval from ADEK.
- Study leave of up to four weeks per academic year may be granted solely for board and pre-collegiate examinations, strictly upon official announcement by the school after securing prior approval from ADEK. Only the school may initiate and approve study leaves; neither students nor teachers are permitted to declare study leaves independently. Students (nor teachers) are permitted to declare or initiate study leave under any circumstances. During this period, the school will continue operating for regular instruction and will provide adequate academic support to students who are not on study leave.

## **2. Attendance Standards and Guidelines**

- 2.1 Students are expected to attend school each day as outlined in the school calendar and to be on time for all scheduled classes, unless there is a valid, documented reason for the absence or tardiness.
- 2.2 Students must arrive at school at least five minutes before the start of the national anthem. Students are required to be present for the morning national anthem, which marks the formal start of the school day and reflects respect for national values. Students who arrive after the anthem has begun will be marked tardy and must obtain a late slip to enter class.
- 2.3 All students must carry their student identification cards daily and use them to record their entry and exit through the school gates. This process is essential for accurate attendance tracking and safeguarding. Students who fail to present their ID upon arrival may be marked as tardy and unexcused.
- 2.4 The school will maintain accurate attendance records for all students, entered into the school management system and eSIS. These records are accessible to parents through the parent portal and available for review by ADEK and other regulatory bodies.

- 2.5 Attendance records include the number of days the student was present at school, the number of excused tardy, unexcused tardy, excused absence, and unexcused absence, the reasons for absence, any supporting documents and actions taken, including parental calls/meetings.
- 2.6 The school is responsible for maintaining rigorous and engaging instruction throughout the academic year, including the days leading up to school breaks, to discourage travel-related absences.
- 2.7 If an absence is excused/authorized, the student has the right to make up the work and assessments that were missed. If an absence is unexcused, the Behavioral Management Committee will decide on the appropriate course of action pending completion of the investigation into the circumstances surrounding the absence.
- 2.8 Absence on formal assessment days, including weekly or final examinations, will be considered unexcused unless justified by an official medical report from a certified doctor and approved by the Behavioral Management Committee. If the absence is deemed unexcused, assessments missed on those days will not be repeated, and the student may receive a zero.
- 2.9 If a student is absent during the school day, they are not permitted to participate in any after-school extracurricular activity or school event on the same day. This ensures consistency in attendance expectations, discourages non-essential absences, and reinforces the priority of academic engagement during regular school hours. Exceptions may only be granted in cases where the absence was excused and brief (e.g., medical appointment), subject to approval by school administration.
- 2.10 Students with additional learning needs are required to comply with the school's attendance requirements. However, the school may accommodate absences requested for medical or therapeutic reasons, provided that adequate documentation is submitted and prior approval is obtained when possible.
- 2.11 All staff, students, and parents are expected to follow the school established mechanisms for accurately reporting and managing absence and tardiness, including timely documentation, use of designated communication channels, and adherence to school-defined procedures.
- 2.12 School staff are required to take accurate daily attendance and follow the school's procedures for reporting it to the designated personnel responsible for updating eSIS in accordance with ADEK regulations.
- 2.13 The school will inform parents of their child's absence or tardiness through SMS alerts, while also maintaining regularly updated attendance records on the parent portal to ensure transparency and support timely intervention.
- 2.14 The school submits daily attendance data to ADEK through the eSIS platform in accordance with regulatory requirements. All entries must align with ADEK's official absence codes and be submitted in compliance with prescribed procedures to ensure full regulatory adherence and accountability.

- 2.15 The school will follow up on all unreported absences by contacting parents within two hours of closing the attendance register, in accordance with ADEK regulations and to ensure student safety and accountability.
- 2.16 Student absences are reported to ADEK either as “unauthorized” or categorized based on the reason and documentation provided. The school submits all relevant supporting documents to ADEK, which makes the final determination regarding authorization. ADEK monitors unauthorized absences and notifies parents via SMS when thresholds are reached.
- 2.17 The school will implement a monitoring and notification system to ensure that parents are promptly informed whenever their child enters or exits the school premises, in alignment with the ADEK School Safeguarding Policy.
- 2.18 The school systematically monitors and analyzes student attendance data to detect patterns, identify concerns, and implement targeted strategies that address issues and support consistent attendance.
- 2.19 The school will meet with students and their parents or legal guardians to address and resolve attendance concerns, particularly in cases of repeated unexcused tardies or absences, or when the frequency or duration of excused absences raises concern.
- 2.20 In accordance with UAE laws on compulsory education, excessive or unjustified absences will result in formal warnings and may lead to the involvement of child protection authorities if attendance does not improve. The school is obligated to take such actions to safeguard the student’s right to education and well-being.
- 2.21 Students who maintain exemplary attendance or demonstrate significant improvement will be formally acknowledged by the school. In contrast, persistent noncompliance with the attendance policy will result in escalating consequences aimed at reinforcing accountability and preventing further violations.

### 3. Tardy Intervention Procedure

- 3.1 If a student accumulates three or more instances of unexcused tardiness within an academic year, the school will initiate a progressive intervention process in alignment with the ADEK School Student Behavior Policy and the AIS Student Behavior Policy.
- 3.2 The school follows a progressive process to address repeated unexcused tardiness, ensuring timely communication, support, and accountability. The procedure is as follows:
  - **Verbal Warning (after 3 unexcused tardies):** The student is reminded of the importance of punctuality and the expectations regarding timely arrival to school and class.
  - **First Written Warning (after 4 unexcused tardies):** A formal written notice is sent to the parent/guardian informing them of the continued pattern of tardiness and the need for immediate improvement.
  - **Second Written Warning & Parent Meeting (after 5 unexcused tardies):** A second written warning is issued, and the parent is invited to meet with school staff. Together,

they develop a **home–school improvement plan**, and the parent signs an undertaking to support punctual attendance.

- **Third Written Warning & Committee Meeting (after 6 unexcused tardies):** The student and parent are summoned to meet with the **Behavioral Management Committee**, where a **final intervention plan** is agreed upon and implemented to correct the ongoing tardiness.
- **Persistent Tardiness and Final Consequences (after 10 unexcused tardies):** If the student continues to accumulate unexcused tardies despite all interventions, and reaches **10 days of unexcused tardiness**, the school reserves the right to **decline re-registration for the following academic year**, in accordance with the **Student Behavior Policy**.

#### 4. Absence Intervention Procedure:

- 4.1 The school monitors overall attendance patterns, including both excused and unexcused absences, and tracks them against defined thresholds to enable early identification of concerns and prompt intervention.
- 4.2 Grades 1–12: If a student’s total number of absences (including authorized and unauthorized) exceeds 5% of the total calendar days—approximately 9 days per academic year—the school must flag the case as a “cause for concern”:
  - The student may be identified as educationally at risk in accordance with the ADEK Educational Risk Policy.
  - If the absences raise reasonable suspicion of neglect or maltreatment, the school is obligated to report the case in line with the ADEK Student Protection Policy.
- 4.3 Kindergarten: If a student's overall absence rate (including authorized and unauthorized) exceeds 10% of the total calendar days, the school must flag the case as a “cause for concern”:
  - The student may be identified as educationally at risk in accordance with the ADEK Educational Risk Policy.
  - If the absences raise reasonable suspicion of neglect or maltreatment, the school is obligated to report the case in line with the ADEK Student Protection Policy.
- 4.4 In alignment with the ADEK School Student Behavior Policy and the AIS Student Behavior Policy, the school applies a progressive intervention approach for repeated unexcused absences.
  - **First Written Warning (after 2 unexcused absences):** A written notice is sent to parents when the student begins showing a pattern of unexcused absences. The letter highlights the importance of daily attendance and outlines potential consequences of continued absenteeism.
  - **Second Written Warning & Parent Meeting (after 3 unexcused absences):** A second warning is issued, and the parents are required to meet with the school

administration. A joint home–school attendance improvement plan is created, and parents must sign an undertaking to support consistent attendance.

- **Third Written Warning & Committee Meeting (after 4 unexcused absences):** When the student reaches 4 unexcused absences, the student and parents must attend a meeting with the Behavioral Management Committee. A final intervention strategy is implemented with firm expectations and timelines.
- **Escalation of Consequences:** If the student’s unexcused absences continue beyond the third warning and all interventions fail, the school will, in coordination with ADEK, implement disciplinary measures—up to and including the ending of enrollment—following due process. In certain cases, child protection authorities may also be involved, in accordance with UAE regulations.

## 5. Parent Responsibilities

- 5.1 Parents must ensure that their children bring their student ID cards to school every day. The ID card is required to record entry and exit through the school gates. Failure to present the ID may cause delays at the gate and result in the student being marked as unexcused tardy.
- 5.2 Parents are responsible to ensure that their children attend school every day as specified by the school calendar, following UAE laws on compulsory education. Excessive or unjustified absences may lead to formal warnings and prompt involvement of child protection authorities, as per UAE regulations.
- 5.3 Parents must ensure that students arrive at school no later than five minutes before the start of the national anthem. Students are expected to follow the official school schedule, be present for the national anthem, and arrive to all classes on time.
- 5.4 Parents must ensure that students attend school until the official end of the school day, including on Fridays and days preceding holidays. Early pick-up without valid justification disrupts learning, undermines the importance of instructional time, and may be recorded as an unexcused absence.
- 5.5 Parents should be aware of what constitutes an excused or unexcused absence and ensure that their children are not absent for reasons that do not meet the school’s criteria for excused or authorized justification.
- 5.6 Parents must make every effort to schedule medical appointments outside school hours, preferably after the end of the school day or on weekends, to minimize disruption to learning.
- 5.7 Parents must ensure that family vacations are scheduled strictly during official school holidays as outlined in the school calendar. They should also be aware that Islamic holidays are subject to official announcement by the UAE government and may vary from preliminary calendar dates.
- 5.8 Parents must ensure that students attend school until the official end of each term, including the days leading up to school breaks. Planning travel during instructional days disrupts learning and such absences will not be considered valid.

- 5.9 Parents and students must understand that participation in cultural, extracurricular, and school-wide events is an integral part of the educational program and student development. Attendance at such events is required. Absences on these days will be recorded as unexcused unless a valid and authorized reason is submitted and approved by the school.
- 5.10 Parents must actively monitor their child's attendance, absences, and tardiness through the Attendance module on the school's parent app, and ensure their child does not accumulate unexcused or unauthorized absences or tardies.
- 5.11 Parents must obtain written approval from the Behavioral Management Committee if they need to collect their children before the regular dismissal time. Requests must be submitted at least one day in advance. The following email addresses should be used for all early dismissal communications:
- AD Campus: disciplinaryAD@aisuae.com
  - MBZ Campus: disciplinarycommittee@aisuae.com
- 5.12 Parents must inform the school by email of their child's absence, clearly stating the reason and attaching official documentation from relevant authorities (e.g., medical reports) to support the justification.
- **For anticipated absences**, parents must submit a written request to the school at least ten days in advance, along with any supporting documentation. The request will be reviewed by the Behavioral Management Committee, which must find the reason valid and the circumstances exceptional in order to approve it. If approval is not granted prior to the absence, it will be recorded as unexcused or unauthorized.
  - **For unanticipated absences**, such as illness or emergencies, parents must notify the school by 8:00 AM on the day of the absence. For absences of 1–2 days due to illness, an email explanation is sufficient. For absences of **3 or more days**, a medical report must be submitted **no later than 12:30 PM the following school day**. If the medical report is not provided within the required time frame, the absence will be reported as unauthorized, and medical reports submitted after this period may not be accepted.
- 5.13 Parents must use the following e-mail addresses to communicate absence.

|                    | MBZ Campus          | AD Campus        |
|--------------------|---------------------|------------------|
| <b>PS–Prep</b>     | ks_mbz@aisuae.com   | ks_ad@aisuae.com |
| <b>Grades 1–5</b>  | es_mbz@aisuae.com   | es_ad@aisuae.com |
| <b>Grades 6–12</b> | hs_mbz@aisuae.com   | hs_ad@aisuae.com |
| <b>SSSD</b>        | sssd_mbz@aisuae.com |                  |

- 5.14 The parent's email reporting an absence must include the following details:
- Student's full name



- Grade level and section
  - Parent’s full name, contact number, and relationship to the student
  - A clear explanation of the reason for the absence, with justification for it to be considered authorized (excused)
  - Relevant supporting documentation (e.g., medical report), submitted no later than 12:30 PM on the following school day
- 5.15 Parents are responsible for contacting the school administration to obtain all missed assignments and learning tasks during an absence. Students must complete and submit the required work to the relevant teachers either prior to the absence or immediately upon their return.
- 5.16 Parents are expected to respond promptly to school communications, attend scheduled meetings, and actively support any action plans implemented to improve their child’s attendance.

## **6. Student Responsibilities**

The school recognizes that students of different ages develop independence at different rates. While parents hold primary responsibility for ensuring attendance, students—especially in upper primary and secondary grades—are expected to take increasing ownership of their attendance, punctuality, and learning. The responsibilities below are communicated and reinforced at age-appropriate levels.

- 6.1 Students must carry their student ID cards daily and use them to record entry and exit through the school gates. Failure to do so may result in delayed entry and being marked as unexcused tardy.
- 6.2 Students must attend school every day as outlined in the official school calendar and arrive on time to school and to all scheduled classes unless a valid, authorized excuse is provided.
- 6.3 Students must arrive no later than five minutes before the start of the national anthem and are expected to participate fully in this daily routine.
- 6.4 Students must remain at school until the official end of the school day. Leaving early without approval and valid justification is not permitted.
- 6.5 Students must comply with the school’s policies on excused and unexcused absences and avoid being absent without valid authorization.
- 6.6 Students must participate in cultural, extracurricular, and school-wide events, as these are essential to their academic and personal development. Absence on such days must be authorized.
- 6.7 Students are responsible for completing all assignments missed during an absence and submitting them to their teachers either before the absence or immediately upon return.
- 6.8 Students are expected to cooperate in school efforts to improve attendance, including attending scheduled meetings and following home–school attendance improvement plans.