

# Attendance and Punctuality Policy Policy Document

## AY 25/26

August 2025

*Effective Date: Aug 2025 Review  
Date: Yearly*

### School Philosophy

Premium Private School believes that regular attendance and punctuality are fundamental to student success. Every school day contributes to students' academic, social, and emotional growth. Students who attend regularly develop discipline, commitment, and resilience—qualities essential for lifelong learning and future success.

Parents play a key role in ensuring their children arrive at school on time and attend consistently. The school encourages parents to reinforce the importance of attendance and punctuality, highlighting the academic and social benefits of regular attendance.

### Aims

The school aims to:

1. Create a welcoming and inclusive environment that motivates students to attend regularly.
2. Emphasize the critical role of regular attendance in academic success and overall student well-being.
3. Comply with the Abu Dhabi Department of Education and Knowledge (ADEK) policies and procedures related to attendance, student protection, educational risk, and student behavior.
4. Ensure clear communication with parents regarding their responsibilities for attendance and punctuality.
5. Implement consistent procedures for monitoring attendance and punctuality in line with ADEK standards.
6. Identify and support students at educational risk due to attendance issues and provide appropriate interventions.

### Definitions

- **Attendance:** The student's physical presence at school.
- **Punctuality:** Arriving to class on time. Late students must report to administration for a late slip. After three late arrivals, actions may be taken according to the Student Behavior Policy.
- **Authorized Absences:** Illness, death of a first- or second-degree relative, religious holidays, family emergencies, or official commitments, with supporting documentation.
- **Unauthorized Absences:** Any absence without a valid reason (e.g., family holidays). School intervention is required if absences exceed 5% for Grades 1+ or 10% for Kindergarten, as per the Educational Risk Policy.

### Roles and Responsibilities

#### Principal, Vice Principal, and Attendance Officer

- Ensure the attendance policy aligns with ADEK guidelines and prioritizes attendance.
- Monitor and evaluate attendance records, identify trends, and oversee follow-up actions.
- Address chronic absenteeism and coordinate with parents and ADEK for compliance.
- Upload daily attendance data to ADEK through the electronic system and manage interventions for students at educational risk.

#### Social Worker

- Monitor daily attendance records and communicate with parents to verify unreported absences.
- Work with families to discuss attendance issues and provide support.
- Collaborate with the Vice Principal and supervisors to identify students at educational risk and develop intervention plans.

### Supervisors

- Support implementation of attendance and punctuality protocols within their assigned areas or grade levels.
- Monitor students with frequent absences or lateness and inform the social worker.
- Provide regular feedback to the Vice Principal on attendance trends and improvement strategies.

### Teachers

- Record attendance accurately within the first 10 minutes of each lesson.
- Monitor student punctuality and model consistent timeliness.
- Communicate the importance of attendance to students and its impact on academic success.
- Report concerning attendance patterns to the supervisor and social worker.

### Parents

- Ensure their children attend school and leave on time.
- Notify the school of absences with supporting documentation.
- Collaborate with the school in case of attendance or punctuality issues.

### Students

- Attend school and classes on time.
- Take personal responsibility for their attendance and understand the importance of punctuality.

## Attendance and Punctuality Procedures

1. **Attendance Recording:** Teachers record attendance within the first 10 minutes. Students not present are marked absent.
2. **Unreported Absences:** Supervisors contact parents within the first two hours; if no response, an email follow-up is sent.
3. **Late Arrivals:** Students arriving after 10 minutes are marked late and receive a late slip to present to their teacher.
4. **Real-Time Notifications for Independent Students:** The electronic system informs parents of arrival and departure to ensure transparency.
5. **Students with Additional Learning Needs:** Absences for medical or therapeutic reasons are allowed with supporting documentation.

## Student Pick-Up Procedures

1. **Authorized Pick-Up List:** Only individuals listed by parents are allowed to pick up the student.
2. **Designated Pick-Up Points:** Students must be collected from assigned locations at the end of the school day.
3. **Late Pick-Up:** Supervisors contact parents if late pick-up occurs; continued delays will be escalated.
4. **Early Pick-Up:** Allowed **only for necessary and documented reasons** (e.g., urgent medical appointments or emergencies). Parents must notify the school in advance to ensure the student is prepared without disrupting lessons.
5. **Communication with Parents:** Procedures are regularly shared to ensure clarity and understanding.

## Daily Reports and Recognition

- Attendance data is uploaded daily to ADEK through the electronic system.
- Students with attendance rates of 98% or higher are recognized with certificates and awards during school assemblies.

## Authorized Absences

- Illness.
- Death of a first- or second-degree relative.
- Pre-scheduled medical appointments.
- Official duties or mandatory appearances.
- Urgent family travel for essential matters (e.g., medical care, funerals).
- Attendance at competitions or conferences with Principal approval.
- Educational purposes (board or pre-collegiate exams) approved by ADEK.
- Medical or therapeutic leave for students with additional learning needs.
- School closure due to emergency conditions (e.g., severe weather).

## Unauthorized Absences

- Family vacations during term time.
- Personal celebrations or non-essential events.
- Non-urgent family matters that could be scheduled outside school hours.
- Oversleeping or minor illnesses without documentation.
- Attending siblings' appointments or events unnecessarily.
- Studying at home without school approval.
- Transportation issues without emergency context.

## Communication with Parents

- **Daily Notifications:** Unreported absences followed up within two hours.
- **Regular Reports:** Termly attendance reports highlighting excellent attendance.
- **Proactive Approach:** Early contact with parents regarding lateness or absenteeism.
- **Real-Time Updates:** Electronic notifications for independent students.
- **Consistent Reminders:** Through meetings, newsletters, and digital platforms.

## Linked Policies

- Student Protection Policy
- Educational Risk Policy
- Student Behavior Policy
- Parental Engagement Policy
- Inclusion Policy
- Student Affairs Policy
- Records Policy
- Student Performance Reports Policy

### Compliance

This policy is effective from the start of the 2025/2026 academic year. All staff, students, and parents must comply with the procedures to meet ADEK requirements.

### Appendices

- **Appendix 1 – Reminder Letter for Late Arrival:** Sent after a specified number of late arrivals.
- **Appendix 2 – Final Reminder Letter for Late Arrival:** Sent if lateness persists, explaining possible consequences.
- **Appendix 3 – Reminder Letter for Late Pick-Up:** Sent when parents pick up students late.
- **Appendix 4 – Final Reminder Letter for Late Pick-Up:** Sent if late pick-ups continue, highlighting the impact on students and school operations.

## Policy Owner Department

### Education Department

Key Stakeholders		
Policy Owner:	School Principal	PIS School
Reviewed by:	Bayan Jamjoom	Registrar
	Hind Muhammad	Student Affairs Manager
Approved by:	Dr. Alaa Aljuburi	Executive School Principal/Educational Director