



## مدرسة جلوبال الإنجليزية- العين

### GLOBAL ENGLISH SCHOOL – AL AIN

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Policy:	<a href="#">Attendance &amp; Absence</a>
Date Published	September 2019, reviewed in June 2024
Evaluation & Review:	Further reviewed in September 2025, Next review- June 2026
Rationale:	Regular attendance at school is important for a student to gain the most benefit educationally and socially. It is also a legal obligation.
Roles of Responsibility	Parents, students, SLT, teachers, Student Counsellor, Student welfare officer

## Attendance

2.1 Requirements: At the beginning of each academic year, GES shall develop, implement, monitor, and regularly review and communicate their Attendance Policy to parents and publish it on the website. GES shall outline the following elements in their policy, at a minimum:

1. Defining Attendance and Punctuality: GES shall ensure that the attendance policy defines attendance and punctuality and sets out the school's procedures to ensure compliance.
  - a. GES shall have a procedure in place to follow up on all unreported absences within 2 hours of the attendance register being closed.
  - b. GES shall establish a system to record and notify parents of the arrival and departure of unaccompanied Cycle 3 students and upon request for students in any grade below Cycle 3, in line with the [ADEK Safeguarding Policy](#).
  - c. For compulsory grades (Grade 1/Year 2 and above), GES shall identify students with unauthorized absence rates above 5% of the total calendar days outlined by ADEK as a "cause for concern".
    - GES shall determine whether to identify the student as being at educational risk, in line with the [ADEK Educational Risk Policy](#).
    - If the absences lead to reasonable suspicions of maltreatment (neglect), the school shall report this in line with the [ADEK Student Protection Policy](#).

- d. For the KG cycle, GES shall identify a student's overall absence rates (including authorized and unauthorized absences) above 5% of the total calendar days outlined by ADEK.
  - e. GES shall require students with additional learning needs to comply with the school's attendance requirements as detailed above. However, we shall accommodate leaves requested for medical or therapeutic reasons.
2. Ensuring Attendance Compliance: GES shall outline the procedures via which attendance compliance is ensured, including:
- a. Recording attendance.
  - b. Managing absences in accordance with the guidelines issued by the ADEK.
  - c. Recognizing excellent or improved student attendance.
  - d. Reporting attendance to ADEK daily on eSIS.
  - e. Safeguarding against travel-related absences during periods before school breaks by verifying that lesson plans enable positive engagement in productive learning throughout the academic year (e.g., lesson plans are not designed to be “light” in the last week before the end of the term in anticipation of student absences).
  - f. Communicating and working effectively with parents, students, and school staff about the importance of good attendance, the rules of attendance, and the consequences of poor attendance.
3. **Authorized Absences:**
- a. GES shall authorize the following types of absences, provided they are supported by a signed letter from parents or official documents from appropriate authorities:
    - **Illness.;**
      - a) Parents shall submit a parent- written sick note (daily) if their child is absent for up to 3 consecutive school days, or the absence will be recorded as an unauthorized absence.
      - b) Parents can submit a sick leave certificate from a Department of Health (DOH) - licensed physician on the fourth consecutive day (including weekends), or the absence will be recorded as an unauthorized absence.
      - c) GES shall authorize a maximum of 12 annual school days of student absence due to medical reasons without requiring a medical certificates from a DOH- licensed physician.
      - d) For students with chronic medical conditions who may require more than 12 school days of student absence, parents shall submit medical reports from a DOH licensed physician or a relevant health authority and GES shall consider each case at its own discretion.

- Death of a first- or second-degree relative.
- Medical appointment scheduled prior to the absence.
- Official community task.
- Mandatory appearance before an official body.
- Essential urgent family travel for matters such as medical care, escortleave, or a death in the family.
- Attendance of conferences, competitions, and events, with the permission of the Principal (e.g., Model United Nations, sports events,Olympiads).
- Work in the entertainment industry.
- Observation of religious holidays that are not defined as public holidaysin the UAE.
- Examination leave (for board and pre-collegiate examinations only,when approved by ADEK).
- Study leave (up to 4 weeks annually for board and pre-collegiateexaminations only, when approved by ADEK).
  - GES shall remain open for learning during study leave and shall ensure that adequate support is provided to students who are not taking leave.
- Leave for medical or therapeutic reasons for students with additionallearning needs.
- Government-approved school closures due to extreme weatherconditions.
- Where an absence is authorized, schools shall inform the student ofwork to be caught up and shall allow the student to complete any assignments or tests that they have missed.

#### 4. Punctuality:

- a. GES shall excuse students who are late in the morning in the case of adverse weather conditions, or any other exceptional reason deemed appropriate by the school administration.
- b. GES shall have a mechanism in place to approve and manage student punctuality (for instance, requiring students to register at thereception to obtain a late pass).
- c. Where a student is late on three or more occasions within an academic year, GES shall undertake the appropriate course of action in line withthe Behaviour Management committee decision.

- 2.2 Maintenance of Attendance Records: GES shall ensure that teachers record student attendance daily and report it to the centralized unit responsible for updating eSIS.
- 2.3 Intervention Mechanism for Students at Educational Risk: GES shall identify any students with low attendance as “students at educational risk”.
1. GES shall work with the concerned students and their parents to implement an intervention plan in line with the *ADEK Educational Risk Policy*.

**Accordingly, we have the following policy in place:**

### **Attendance & Absence**

Regular attendance at school is important for a student to gain the most benefit educationally and socially. It is also a legal obligation. 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 in order to move ahead. This Attendance Policy is based on **ADEK Policy (54) Student Attendance** and **Policy (55) Absenteeism**

#### **Student absences:-**

- If an absence is anticipated, a pre-excused form should be produced before for approval from the VICE PRINCIPAL. This could occur for example, when a medical appointment has been made. Notification of intended absence should be provided to the school at least ten (10) days prior to the absence.
- Any extended leave of absence including overseas leave must have prior approval from the PRINCIPAL. Overseas travel is normally considered an unapproved absence. Parents are advised against taking students on holidays outside the established holidays set by the ADEK / Ministry of Education (MoE)
- If your child is absent through illness or any other unforeseen reason, then a note explaining the reason for the absence should be produced on the first day back to school and presented to the class advisor. A medical certificate should accompany this note if the absence is due to illness.
- If a student is absent from school without prior warning having been given, a call/SMS or note will be made or sent home asking for an explanation of the absence.
- In cases when parents know that an illness or injury will prevent attendance for three or more days, it is advisable to phone the school office. This will prevent a call from school office to your home.
- In cases, when a student will be absent representing the school, state or country at sport or any other department of education organized activities such as music, debating etc, then the student will be marked as officially present at school

### Fractional Truancy:-

It is essential that students attend every class in a day. The Class teacher shall register the attendance at each class.

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

### Unauthorized Absence :

If a student remains absent for more than 15 days without any sort of notice or information to the school administration, a report on such unauthorized absence is sent to ADEK regional office.

**The school follows the below protocol for attendance categories:**

Category & Percentage range	Action Plan
<b>Green Category: 98% - 100%</b>	<b>Rewards &amp; positive reinforcement.</b> <b>Certification of 100% Attendance to be given by the end of each Term.</b> <b>Roles involved: Pastoral Heads/ Heads of school.</b>
<b>Yellow category: 97.9% - 92%</b>	<b>Personal talk with the child, Positive reinforcement.</b> <b>Maintaining an attendance tracker (by the homeroom teacher) for each class, class teachers are expected to have a personal chat with the respective student.</b> <b>Roles involved: Class teachers, (Supervisors/ School counsellor if needed).</b>
<b>Amber category: 91.9% - 85%</b>	<b>First Parent Contact &amp; undertaking.</b> <b>Supervisor to call parents.</b> <b>Letter to Inform and an undertaking to send home, and to be returned by the students with their parent's signature. (Letter includes: student's attendance category, consequences of the following categories).</b>

	<b>Roles involved: Supervisors</b>
<b>Pink category: 84.9% - 75%</b>	<p><b>First written warning &amp; parental meeting.</b></p> <p><b>Parents to meet with the Heads of School and Supervisors (School Counsellor/ School Nurse/ SEN/ Child Protection officer if needed).</b></p> <p><b>Undertaking to be signed by the parent.</b></p> <p><b>Roles involved: Heads of school and Supervisors.</b> <i>(School Counsellor/ School Nurse/ SEN/ Child Protection officer if needed).</i></p>
<b>Red category: 74.9% -Below</b>	<p><b>Final written warning, debarring from final exam &amp; parental meeting.</b></p> <p><b>The child will not be allowed to write the exam unless the parent is met with The Principal &amp; Heads of School.</b></p> <p><b>Final Warning to be issued during the parental meeting, an undertaking to be signed, prior to the exam.</b></p> <p><b>Roles involved: SLT (School Counsellor/ School Nurse/ SEN/ Child Protection officer if needed).</b></p>

### **Attendance that is irregular**

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

- Students arriving late to school are recorded.
- Students who report late to school several times are counselled to encourage timely arrival
- Students are expected to be on time for class and should arrive on campus no later than 7.30 a.m.
- Where a regular pattern of late arrival is monitored a meeting will be arranged with the Pastoral team if it is a concern.
- Continued lateness may mean that the student will not be re-enrolled the following year.

**Leaving early:**-If a student needs to leave school early, 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 concerned Pastoral Head to sanction the leave.
- If the pre-excused form is not signed by the Head of School / Pastoral Lead, the student or the parent are required to meet them and give an explanation.
- The reason given should be a valid one for leaving school early as according to ADEK policy.

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