

Abu Dhabi Education Council  
Vision Private School



# **Attendance Policy**

**(Maintaining high attendance rates)**



The School is seeking to achieve a high attendance rate for students to provide a safe, educational environment that encourages students to participate, and urges them to learn. They must implement strategies and programs to address attendance. The School's main intention is to clearly inform the students and their parents of the rules and the consequences of absences. To successfully reach our goal; the School is keen to adhere to the regulations of private schools adopted by the Council, and operate according to the values of education as the Council's regulation explains the following:

- Teamwork: emphasis on cooperation, and teaches values.
- Integrity and honesty: show the students how to make the best decision out of every situation, and behave correctly under any circumstances.
- Transparency: Prepare students and guide them to work with professional integrity..
- Respect: illustrate the importance of building relations between students based on mutual respect and honesty.
- Accountability: bear individual responsibility for his words and deeds.
- Care and compassion: concern for others and act responsible.

### **Article (1)**

This policy aims to identify the importance of attendance that students must be adhered to.

Students must attend to classes during the 5 days of the week.

Absence rules and procedure:

- Students must be present inside the classroom on time.
- Absent students will be responsible to complete all of the material discussed during the class, as well as the assignments.
- The school holds records that contain accurate data regarding each student's daily attendance; entered into the Student Information System (ESIS) every semester.
- Students who fail to provide a documented proof for absence are personally dealt with by the Director of the School. The school's principal reserves the right to assign a social specialist to discuss the students' case with their parents, if needed..
- The School provides few parental guides and tips to deal with absence problems, in order for students to perform at their best.
  1. It is advised that parents encourage their children to attend to school by providing an appropriate, suitable atmosphere at home.
  2. If a student must miss a day of school; it is the parents' responsibility to inform the school.
  3. A documented valid proof must be provided by parents upon students' return.

## **Absence situations**

Students and their parents are responsible to provide a documented proof in case of absence.

Type of emergencies:

- 1) Sickness.
- 2) The death of a family member.
- 3) Medical appointments and check-ups.
- 4) Traveling situations.

The school management will send the parents a letter in case a student is absent without informing the school. If the situation occurs repeatedly, an urgent meeting will be scheduled between the parents and the school's management. If no action was taken, and a student keeps missing school. The student will be dismissed.

## **The School's Management responsibility:**

- 1) The school shall notify the parents in case of absence, and inform them of the attendance policy and its procedure.
- 2) Also, the school will keep an accurate record of attendance for each student, and enter the data into the Electronic Student Information System (ESIS).
- 3) It is the management's top priority to provide a safe and healthy environment for student for maximum knowledge intake. Therefore, the school will schedule appointments, when needed, to help student overcome their attendance obstacles.

## **Exams rules:**

If a student fails to submit a documented proof prior missing an exam; a grade of 0 will be granted.

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School Director

