

SHAIKH KHALIFA BIN ZAYED BANGLADESH ISLAMIA SCHOOL

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مدرسة الشيخ خليفة بن زايد البنغلاديشية الإسلامية

مجلس أبوظبي للتعليم
(ترخيص رقم ١٠٩ / ١ بتاريخ ١٠/١٠/١٩٨٠م)
ص.ب : ٨١٧٤ - أبوظبي
الإمارات العربية المتحدة
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Attendance Policy 2026

1. Purpose

This Attendance Policy ensures that students, parents, and staff at Shaikh Khalifa Bin Zayed Bangladesh Islamia School understand the importance of regular attendance, the school's attendance expectations, and the procedures for reporting absences. Consistent attendance is essential for academic progress, social development, and meeting ADEK's standards for school compliance.

2. Scope

This policy applies to all students from Jr. KG to Grade 12 and is in alignment with ADEK's attendance guidelines.

3. Policy Objectives

- To promote regular school attendance as a vital part of the student's educational experience.
- To clearly outline attendance expectations and protocols.
- To engage parents and guardians in supporting students' consistent school attendance.
- To ensure timely intervention when attendance issues arise.

4. Attendance Expectations

- **Regular Attendance:** All students are expected to attend school daily, participate in all scheduled classes, and arrive punctually.

- **Minimum Attendance Requirement:** Students must maintain at least 95% attendance to meet promotion and academic standards, unless valid reasons are provided for absences.
- **Attendance Records:** Attendance is taken daily at the beginning of each school day and maintained in the school's electronic records system. In case of absence for less than a week the student, on returning to school, must have the reason of absence entered and signed by the parent or guardian on the 'Leave Record' in the student's Diary, without which the student will not be admitted to the class
- **All students are expected to attend school on the re-opening day after the vacation. Absence for more than a week renders the student's name being struck off the roll. Similarly, no one is allowed to leave for vacation earlier than the closing day.**
- A student remaining absent on account of sickness and infectious diseases like chicken pox, diphtheria, measles, hepatitis, mumps, whooping cough etc. should be supported by the **Medical Certificate issued by the Abu Dhabi Health Authority**. Students can attend the school only after producing the medical certificate issued by the Abu Dhabi Health Authority certifying them as fit.
- No leave of absence is granted on previous written application from parent or guardian except for serious reasons. Student's leave of absence applications should be duly approved by the Principal.
- While submitting leave notes and other letters please see the name of the child, grade and sections are mentioned.
- For the safety of the child, the parent has to inform the school reception/Class teacher before 8:00 am, if the child is absent.
- Daily attendance is sent to ADEK through eSIS website.
- Students cannot leave the school premises during the school hours without a written request from the parents and it's approved by the Vice- Principal/ Principal.

- No half day leave will be granted to the students except in exceptional cases after the approval of the Principal.
- Students are responsible for completing all assignments missed during their absence.
- Repeatedly late to the morning assembly or failing to participate without a valid excuse is classified as Level 1 Offence under Article 7 of the Ministerial Resolution No. (851) of 2018.

5. Absence and Reporting Procedures

- **Notification of Absence:** Parents must notify the school on the morning of a student's absence by contacting the school office or informing Class Teachers.
- **Excused Absences:** Absences are considered excused if they are due to illness, medical appointments, family emergencies, or ADEK-approved religious observances, with documentation provided where applicable.
- **Unexcused Absences:** Absences without valid reason or documentation will be recorded as unexcused, affecting the student's attendance record.
- **Extended Absences:** For planned extended absences, such as travel, parents must submit a written request in advance. Approval may be granted at the school's discretion.

6. Late Arrival and Early Departure

- **Late Arrival:** Students arriving after 7:45 am will be considered as late comers. Parent must accompany their ward, register and sign in the 'late comers' Register kept with security personnel at gate No.1, Student and will be marked as late in the attendance record.
- **Early Departure:** If a student must leave school early, parents must provide written notification to the school office in advance (medical appointments, family emergencies, or ADEK-approved religious observances) Students leaving early must be signed out by a parent or guardian and approved by Principal.

7. Monitoring and Intervention

- **Monitoring Attendance:** The school administration will regularly monitor student attendance records to identify any attendance patterns that may require intervention.
- **Parental Notification:** Parents will be notified if their child's attendance drops below 95%, or if there are repeated unexcused absences.
- **Intervention Strategies:** The school will implement support measures, including counseling and meetings with parents, for students with irregular attendance or frequent unexcused absences.
- **Referral to ADEK:** In cases of severe or persistent absenteeism, the school may report to ADEK for further guidance and interventions.

8. Consequences of Non-Compliance

- **Academic Impact:** Excessive unexcused absences may result in consequences such as detention, restrictions on participation in extracurricular activities, and may impact the student's ability to progress to the next grade level.
- **Parental Engagement:** Parents are expected to collaborate with the school to address attendance concerns and support interventions.

9. Responsibilities

- **School Administration:** Responsible for maintaining accurate attendance records, implementing attendance protocols, and communicating with parents regarding attendance issues.
- **Teachers:** Responsible for taking daily attendance, identifying attendance patterns, and notifying administration of any concerns.
- **Parents/Guardians:** Expected to ensure their child's regular attendance, promptly notify the school of any absences, and collaborate with the school on attendance-related issues.

- **Students:** Expected to attend school regularly, arrive on time, and participate in all classes.

10. Review and Evaluation

This policy will be reviewed annually to ensure compliance with ADEK guidelines and to assess the effectiveness of attendance interventions. Amendments will be made as necessary to reflect updates in ADEK policies or changes within the school's operational needs.

Reviewed Date: 5th Jan 2027

A handwritten signature in green ink, appearing to read 'Fauzeena', is written over a light blue grid background.

Principal

