



مدارس أدنوك
ADNOC SCHOOLS

ADNOC Schools

Attendance Policy 2024-2025

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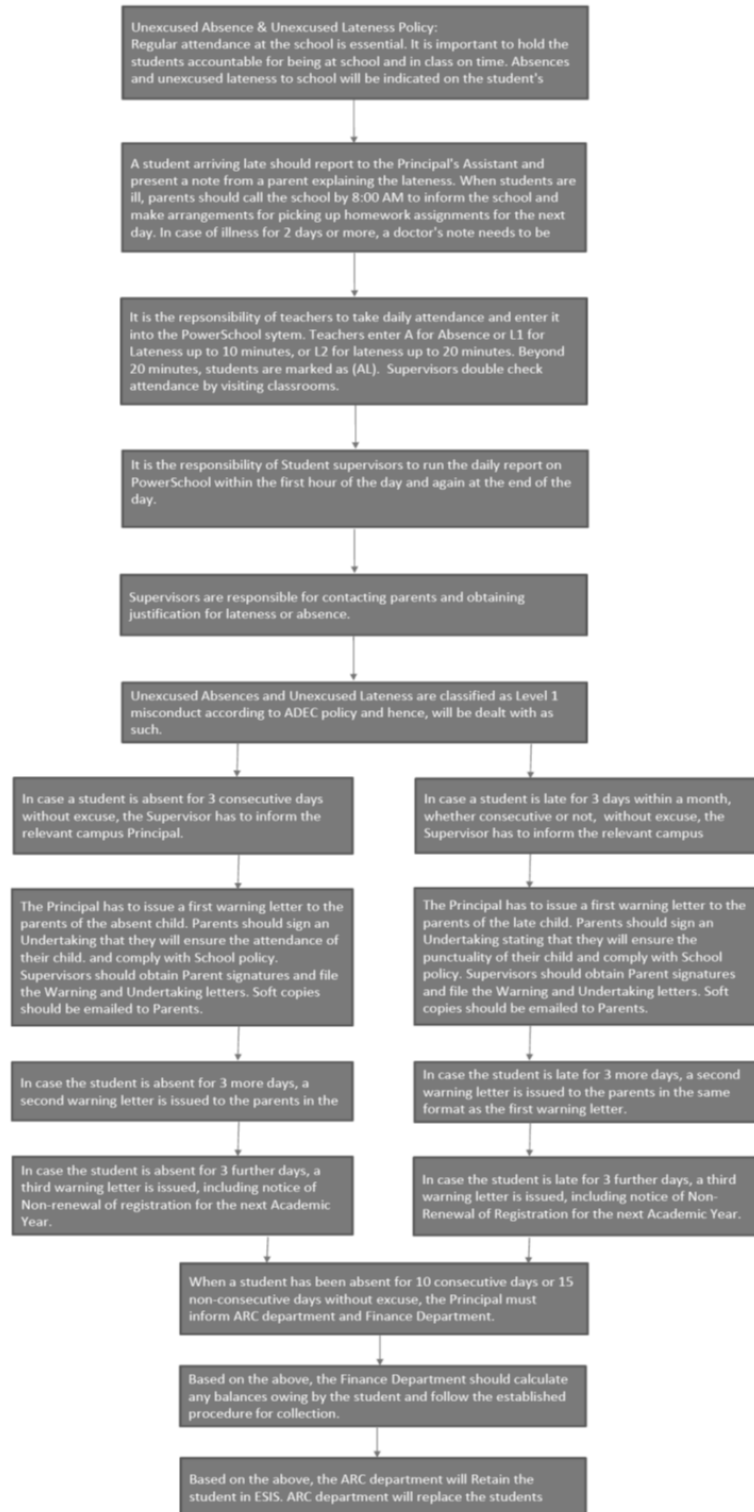
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Unexcused Absence & Unexcused Lateness Process



Note: The above process should be shared with Principals, Vice-Principals, Supervisors, the Head of ARC and ARC team in order for each to carry out their respective duties.

ADNOC SCHOOLS

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Attendance Policy

- Regular attendance at school is essential. Except for illness, students should not be kept out of school and every effort should be made to schedule doctors' and dentists' appointments before or after school.
- Unexcused Absences and Unexcused Lateness are considered Level 1 misconduct according to ADEK policy and will be dealt with as such.
- Parents are asked not to take children out of school prior to or after a scheduled vacation. In all cases of anticipated absence please call reception at your child respective campus between 7:30 AM and 8 AM. Please give your child's name, grade level and section.
- Lateness and absenteeism are serious disruptions to academic progress. ADNOC Schools' teachers believe that it is important to hold students accountable for being at school and in class on time. Absences and unexcused lateness to school will be indicated on a student's permanent record. Individual classroom teachers may deny academic credit to any students who miss more than 15% of any class during the academic year. Parents are asked to make every effort to ensure that their children arrive at school on time, so that first-period classes can begin without disruption.
- A student who arrives to school late should report to the office and present a note from a parent explaining the lateness. When absent from school, students are responsible for getting assignments and keeping up with missed work. When students are ill, a parent should call the school by 8:00 AM to inform the school and to make arrangements for picking up homework assignments for the next day. If a student is absent due to illness for 2 days or more, a doctor's note is required prior to their being able to return to school.
- If a student misses an exam, the student is allowed to do a make-up exam if he/she presents to the administration a legitimate excuse for his/her absence. The make-up exam is set by the teacher and administered during ECA time within 3 days of the student's return. The teacher should inform the student and parent at least 2 days prior to the assigned date. As for assignments, the student has up to 3 days to submit the assignment in consultation with the teacher to set the time limit.

Monitor the Daily Attendance/Absence of Students:

A Student Information System (PowerSchool) is used to monitor attendance. Teachers enter A for absent students. Teachers enter L1 for students who are up to 10 minutes late; and L2 for students who are between 10 and 20 minutes late in their daily class roll. Beyond 20 minutes, teachers will enter AL in their daily class roll. Pastoral will double check attendance by visiting classrooms.

Identify Absence from School or Classes

- A daily report is run by the teachers within the first hour of the day and run again at the end of the day.
- The report shows the absences per grade.
- Follow up unexplained absence:

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- The parents/guardians are always contacted officially by email (Attendance Report must be attached) for an explanation of absence.

Notify parents regarding poor school and or class attendance:

- Parents are contacted and asked to attend a conference; a warning letter is issued and signed by parents and school
- Transfer information about unsatisfactory attendance to student files:
- A copy of student's attendance is kept in the student's record

Raise low attendance Record:

Talk to the students explaining the importance of daily attendance; involve the parents by calling them and arranging for a conference/meeting and corresponding email.

Reason for Absence:

Parents are informed that an excuse for absence needs to be handed in. The Excuse is handed in to the administration and the A for absence is replaced with E for Excused Absence

Documentation to substantiate reason for Absence:

The valid excuse should always be a written excuse in the form of a letter from parents or a medical excuse and is kept in the students records.

Disciplinary Action to be taken:

In the case of repeated unexcused absences or repeated unexcused lateness, the school will apply the disciplinary action below.

In accordance with By-Law No.19 of **2014** Federal Law for Private Education, Student will be not renewed for the next academic year according to the decision of the school principal and ADEK approval, and parents should aware of the following cases:

- ❖ Unexcused Absence for ten (10) consecutive days or fifteen (15) non-consecutive:
 - A. First warning letter if a student is absent for 3 consecutive days.
 - B. Second warning letter will be issued after further 3 days of absence.
 - C. If this followed by an additional 3 days of Absence then the final warning letter will be issued, including a notice of non-renewal of Registration for the following Academic Year.

Warning Letters Templates & Undertaking for Unexcused Lateness

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Student Unexcused Lateness – First Official Warning Letter

Greetings,

Please find below the First Warning Letter with regards to Unexcused Lateness:

(Insert date) 2017

Dear Mr. /Mrs.....

Student ID	
Name	
Grade/Section	

We would like to inform you that this letter is issued in regards to your child's Unexcused Lateness.	نود اعلامكم بأنه تم اصدار هذه الرسالة والتي تتعلق بتأخر الطالب/ة بدون عذر.
---	--

Please note that your child was late without excuse on the following dates _____ In accordance with ADEK policy, students are expected to arrive punctually every day, attend morning assembly, and attend classes on time. This is to ensure students understand the curriculum and subjects being taught. In accordance with school policy Kindly consider this as a First Official Warning letter If there is no improvement in your child's punctuality, the school will be obliged to take further action. We regret the need for this letter and would request that you take immediate action so that the student is not suspended, an action that would cause him/her some distress.	يرجى العلم بأن ابنكم / ابنتكم قد تأخر/ت عن المدرسة بدون عذر في الأيام التالية: _____، _____، _____ وتبعاً لسياسة دائرة التعليم والمعرفة، يتوقع من الطلاب الوصول إلى المدرسة كل يوم في الموعد المحدد ، وحضور الطابور الصباحي، و حضور الدروس في الوقت المحدد . وذلك لضمان استيعابه للمنهج و المقررات التي تدرس. وتبعاً لسياسة المدرسة يرجى اعتبار هذه الرسالة كإنذار رسمي الأول. وإذا لم يكن هناك أي تحسن في التزام ابنكم/ ابنتكم بالمواعيد، ستكون المدرسة ملزمة على اتخاذ المزيد من الإجراءات. إننا نعتذر عن اضطرارنا لهذه الرسالة ، ولذلك نطلب منكم اتخاذ إجراء فوري لهذا الأمر حتى لا يتعرض طفلكم للإيقاف عن الدراسة مما يتسبب له بالإزعاج.
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Yours sincerely,

.....

Parent Undertaking Letter Unexcused Absence & Lateness

تعهد أولياء الأمور
التأخير و الغياب بدون عذر

I, _____,

بصفتي أنا: _____

agree to support my child

أوافق على دعم ابني / ابنتي

And to follow the school's policy regarding
Unexcused Absences and Unexcused Lateness.

و اتباع سياسة المدرسة فيما يتعلق بسياسة التأخير و الغياب بدون عذر.

We "the parents" fully understand that if our child
does not comply with school's Behavioral Standards,
including attendance and punctuality, he/she will
not be re-registered for the Academic Year
(_____).

كما أنني أقر و على دراية كافية بأنه اذا لم يلتزم بمعايير الأداء السلوكي للمدرسة
و التي تتضمن الالتزام بالمواعيد و الحضور فإنه لن يتم تسجيله/ها للعام الدراسي
(_____).

Parent/Guardian Name:

اسم ولي الأمر/ الوصي:

Date:

التاريخ:

Signature:

التوقيع:

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Student Unexcused Lateness – Second Official Warning Letter

Greetings,

Please find below the Second Warning Letter with regards to Unexcused Lateness:

(Insert date) 20

Dear Mr. /Mrs.....

Student ID	
Name	
Grade/Section	

We would like to inform you that this letter is issued in regards to your child's Unexcused Lateness.	نود اعلامكم بأنه تم اصدار هذه الرسالة والتي تتعلق بتأخر الطالب/ة بدون عذر.
---	--

Please note that your child was late without excuse on the following dates _____ _____ In accordance with ADEK policy, students are expected to arrive punctually every day, attend morning assembly, and attend classes on time. This is to ensure students understand the curriculum and subjects being taught. In accordance with school policy, we are issuing this Second warning letter, after our first warning letter dated _____ If there is no improvement in your child's punctuality, the school will be obliged to take further action. We regret the need for this letter and would request that you take immediate action so that the student is not suspended, an action that would cause him/her some distress.	يرجى العلم بأن ابنكم / ابنتكم قد تأخر/ت عن المدرسة بدون عذر في الأيام التالية: _____، _____، _____ _____، _____، _____ وتبعاً لسياسة دائرة التعليم والمعرفة، يتوقع من الطلاب الوصول إلى المدرسة كل يوم في الموعد المحدد ، وحضور الطابور الصباحي، و حضور الدروس في الوقت المحدد . وذلك لضمان استيعابه للمنهج و المقررات التي تدرس. وتبعاً لسياسة المدرسة فإننا نرسل الإنذار الثاني، حيث أن الإنذار الأول قد أرسل مسبقاً بتاريخ _____ وإذا لم يكن هناك أي تحسن في التزام ابنكم/ ابنتكم بالمواعيد، ستكون المدرسة ملزمة على اتخاذ المزيد من الإجراءات. إننا نعتذر عن اضطرارنا لهذه الرسالة ، ولذلك نطلب منكم اتخاذ إجراء فوري لهذا الأمر حتى لا يتعرض طفلكم للإيقاف عن الدراسة مما يتسبب له بالإزعاج.
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Yours sincerely,

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Student Unexcused Lateness – Third Official Warning Letter

Greetings,

Please find below the Third Warning Letter with regards to Unexcused Lateness:

(Insert date) 20

Dear Mr. /Mrs.....

Student ID	
Name	
Grade/Section	

We would like to inform you that this letter is issued in regards to your child's Unexcused Lateness.	نود إعلامكم بأنه تم اصدار هذه الرسالة والتي تتعلق بتأخر الطالب/ة بدون عذر.
---	--

Please note that your child was absent without excuse on the following dates: _____ _____ _____ In accordance with ADEK policy, students are expected to arrive punctually every day, attend morning assembly, and attend classes on time. This is to ensure students understand the curriculum and subjects being taught. In accordance with school policy, we are issuing this third warning letter, after issuing our first and second warning letters dated _____ and _____ respectively. Your child's registration will not be renewed for the Academic Year (______). We regret the need for this letter.	يرجى العلم بأن ابنكم / ابنتكم قد تأخر/ت عن المدرسة بدون عذر في الأيام التالية: _____ _____ _____ وتبعاً لسياسة دائرة التعليم والمعرفة، يتوقع من الطلاب الوصول إلى المدرسة كل يوم في الموعد المحدد ، وحضور الطابور الصباحي، و حضور الدروس في الوقت المحدد . وذلك لضمان استيعابه للمنهج و المقررات التي تدرس. وتبعاً لسياسة المدرسة فإننا نرسل الإنذار الثالث، حيث أن الإنذار الأول و الثاني قد أرسلوا مسبقاً بتاريخ _____ و _____ ونود ابلاغكم أنه لن يتم إعادة تسجيل ابنكم / ابنتكم للعام الدراسي (______). و إننا نعتذر عن اضطرارنا لهذه الرسالة.
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Yours sincerely,

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Warning Letters Templates & Undertaking for Unexcused Absence

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Student Unexcused Absence – First Official Warning Letter

Greetings,

Please find below the First Warning Letter with regards to Unexcused Absence:

(Insert date) 20

Dear Mr. /Mrs.....

Student ID	
Name	
Grade/Section	

We would like to inform you that this letter is issued in regards to your child's Unexcused Absence.	نود اعلامكم بأنه تم اصدار هذه الرسالة والتي تتعلق بغياب الطالب/ة بدون عذر.
--	--

Please note that your child was absent without excuse on the following dates _____ In accordance with By-Law No.19 of 2014 Federal Law for Private Education, we are issuing this first warning letter. If there is no improvement in your child's attendance, the school will be obliged to take further action. We regret the need for this letter and would request that you take immediate action so that the student is not suspended, an action that would cause him/her some distress.	يرجى العلم بأن ابنكم / ابنتكم قد تغيب/ت عن المدرسة بدون عذر في الأيام التالية: _____، _____، _____ وتبعاً لللائحة التنفيذية للقانون الاتحادي لسنة 2014 مادة 19 للتعليم الخاص فإننا نرسل الإنذار الرسمي الأول. وإذا لم يكن هناك أي تحسن في التزام ابنكم/ ابنتكم بالمواعيد، ستكون المدرسة ملزمة على اتخاذ المزيد من الإجراءات. إننا نعتذر عن اضطرارنا لهذه الرسالة ، ولذلك نطلب منكم اتخاذ إجراء فوري لهذا الأمر حتى لا يتعرض طفلكم للإيقاف عن الدراسة مما يتسبب له بالإزعاج.
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Yours sincerely,

.....

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Parent Undertaking Letter Unexcused Absence & Lateness

تعهد أولياء الأمور
التأخير و الغياب بدون عذر

I, _____,
agree to support my child
_____.

بصفتي أنا: _____
أوافق على دعم ابني / ابنتي
_____.

And to follow the school's policy regarding
Unexcused Absences and Unexcused Lateness.

و اتباع سياسة المدرسة فيما يتعلق بسياسة التأخير و الغياب بدون عذر.

We "the parents" fully understand that if our child
does not comply with school's Behavioral Standards,
including attendance and punctuality, he/she will
not be re-registered for the Academic Year
(_____).

كما أنني أقر و على دراية كافية بأنه اذا لم يلتزم بمعايير الأداء السلوكي للمدرسة
و التي تتضمن الالتزام بالمواعيد و الحضور فإنه لن يتم تسجيله/ها للعام الدراسي
(_____).

Parent/Guardian Name:

اسم ولي الأمر/ الوصي:

Date:

التاريخ:

Signature:

التوقيع:

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Student Unexcused Absence – Second Official Warning Letter

Greetings,

Please find below the Second Warning Letter with regards to Unexcused Absence:

(Insert date) 20

Dear Mr. /Mrs.....

Student ID	
Name	
Grade/Section	

We would like to inform you that this letter is issued in regards to your child's Unexcused Absence.	نود اعلامكم بأنه تم اصدار هذه الرسالة والتي تتعلق بغياب الطالب/ة بدون عذر.
--	--

Please note that your child was absent without excuse on the following dates _____ _____ In accordance with By-Law No.19 of 2014 Federal Law for Private Education, we are issuing this Second warning letter, after our first warning letter dated _____. If there is no improvement in your child's attendance, the school will be obliged to take further action. We regret the need for this letter and would request that you take immediate action so that the student is not suspended, an action that would cause him/her some distress.	يرجى العلم بأن ابنكم / ابنتكم قد تغيب/ت عن المدرسة بدون عذر في الأيام التالية: _____، _____، _____ _____، _____، _____ وتبعاً لللائحة التنفيذية للقانون الاتحادي لسنة 2014 مادة 19 للتعليم الخاص فإننا نرسل الإنذار الثاني، حيث أن الإنذار الأول قد أرسل مسبقاً بتاريخ _____. وإذا لم يكن هناك أي تحسن في التزام ابنكم/ ابنتكم بالمواعيد، ستكون المدرسة ملزمة على اتخاذ المزيد من الإجراءات. إننا نعتذر عن اضطرارنا لهذه الرسالة ، ولذلك نطلب منكم اتخاذ إجراء فوري لهذا الأمر حتى لا يتعرض طفلكم للإيقاف عن الدراسة مما يتسبب له بالإزعاج.
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Yours sincerely,

.....

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Student Unexcused Absence – Third Official Warning Letter

Greetings,

Please find below the Third Warning Letter with regards to Unexcused Absence:

(Insert date) 20

Dear Mr. /Mrs.....

Student ID	
Name	
Grade/Section	

We would like to inform you that this letter is issued in regards to your child's Unexcused Absence.	نود اعلامكم بأنه تم اصدار هذه الرسالة والتي تتعلق بغياب الطالب/ة بدون عذر.
--	--

Please note that your child was absent without excuse on the following dates _____, _____, _____ _____, _____, _____ _____, _____, _____ In accordance with By-Law No.19 of 2014 Federal Law for Private Education, we are issuing this third warning letter, after issuing our first and second warning letters dated _____ and _____ respectively. The above mentioned student's registration will not be renewed for the next Academic Year (_____). We regret the need for this letter.	يرجى العلم بأن ابنكم / ابنتكم قد تغيب/ت عن المدرسة بدون عذر في الأيام التالية: _____, _____, _____ _____, _____, _____ _____, _____, _____ وتبعاً للائحة التنفيذية للقانون الاتحادي لسنة 2014 مادة 19 للتعليم الخاص فإننا نرسل الإنذار الثالث، حيث أن الإنذار الأول و الثاني قد أرسلوا مسبقاً بتاريخ _____ و _____. ونود ابلاغكم بأنه لن يتم تسجيل الطالب/ة للعام الدراسي (_____). و إننا نعتذر عن اضطرارنا لهذه الرسالة.
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Yours sincerely,

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