



ATTENDANCE POLICY (2025 – 2026)

POLICY INFORMATION

Policy Name:	Attendance Policy
Policy Code:	WB 004
Department:	Wellbeing
Approved By:	Principal
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Next Review Date:	September 2026

Attendance Policy

Introduction

Attendance refers to the total number of school days that a student attends during the academic year according to the approved school calendar.

Purpose

This policy aims to:

1. Ensure that students are committed to attending classes and both curricular and extra-curricular activities.
2. Clarify the school's expectations regarding full attendance of students without exception, through a clear policy and effective communication with parents.

Our Vision: Preparing a distinguished, loyal generation open to the world in an inclusive environment that strengthens identity and fosters tolerance
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Procedures to be followed by parents

Parents who intend to keep their children out of school for several school days must inform the school at least ten days in advance of the expected absence. This allows teachers to prepare a list of assignments and tasks that the student will miss during their absence. The student, or their parent, is responsible for communicating with the school to find out the assignments and tasks assigned to the student, and the student must complete and submit them to the teacher before leaving and missing school, or shortly after returning.

Types of Absences:

Justified Absence

A justified absence is supported by a signed note from the parent or verified by official documents, such as:

- Illness
- Death of a close family member (first or second degree)
- Scheduled medical appointments
- Sudden travel, such as for medical treatment or the death of a family member.

If a student's absence is justified, they have the right to make up for missed work and tests. If the absence is unjustified, the school will take appropriate action in agreement with the student's parent.

Unjustified Absence

The following types of absence are considered unjustified:

- Trips and travel for leisure
- Other types not listed under justified absences.

School Policy on Repeated Unjustified Absences:

- First written warning and the student signing an agreement not to repeat absences without an excuse.
- Contacting the student's parent to sign an agreement to modify the student's behavior.
- Monitoring the student's behavior with guidance sessions.

Roles and Responsibilities:

The social worker at Al Yahar School is responsible for the following:

- Preparing, implementing, and regularly reviewing policies to promote good attendance.
- Monitoring cases of repeated and intentional absences from school, applying the regulations of the Department of Education and Knowledge and the Ministry of Education.

- Providing clear information to students, parents, and school staff about the consequences of students failing to attend school.
- Implementing the school's attendance policy and procedures by recording daily attendance.
- Communicating with parents in cases of student attendance issues and addressing instances of repeated and intentional absences if they occur.

References

School Policy Guide from the Department of Education and Knowledge and the Emirates Education Foundation.

Follow-Up:

Regular procedures will be implemented in classrooms to monitor attendance and tardiness, and necessary actions will be taken, such as communicating with parents and guiding and encouraging students to achieve excellent attendance.
