



Al Rabeeh Academy

Attendance & Punctuality Policy

Implemented September 2025

Reviewed July 2026

Effective from Academic Year 2025/26

1. Policy Statement

Al Rabeeh Academy (ARA) is committed to ensuring that all students attend school regularly and punctually. Attendance is fundamental to safeguarding, well-being, and academic success. In line with ADEK guidance, ARA promotes a target of **100% attendance**, recognising that any absence, even if authorised, disrupts continuity of learning.

- For Cycle 1 to 3 (Grades 1 to 12), absences above **5% (9 days)** are a cause for concern.
- For Kindergarten (FS1 to Y1 or KG1 to KG2), absences above **10% (18 days)** are a cause for concern.

All absences, whether authorised or unauthorised, count towards this threshold. Schools must intervene when students approach or exceed these limits.

2. Aims

- To maintain consistently outstanding attendance across all phases.
- To define authorised, unauthorised, and truant absences clearly.
- To follow ADEK rules on monitoring, intervention, and reporting.
- To foster positive habits of punctuality and responsibility.
- To ensure parents understand their legal duty to secure their child's attendance.

3. Practice and Procedures

3.1 Definitions

- Attendance means being physically present in class or school.
- Absence means not being physically present.
- Tardiness or Lateness means arrival after 7:40 a.m.
- Absence Rate means total days absent divided by total calendar days (ADEK approved).

3.2 Recording & Reporting

- Attendance is recorded on **iSAMS**.
 - Primary: Twice daily (morning and afternoon).
 - Secondary: Every lesson, with teachers registering student presence in iSAMS.
- Data is uploaded daily to **ADEK eSIS**.
- Any unexplained absence must be followed up within 2 hours of register closure.
- Parents will be notified daily of unreported absences.

3.3 Parent Responsibilities

- Notify school by **7:30 a.m. daily** with reason for absence.
- Submit documentation to support absences (doctor's notes, official letters, etc.).
- For medical absences:
 - Up to 3 consecutive days: Parent note.
 - 4th consecutive day: DOH-licensed doctor's certificate.
 - Maximum of 12 days annually without a medical certificate; thereafter, DOH medical reports required.
- Make all appointments outside school hours whenever possible.
- Request pre-planned leave at least 10 days in advance.

3.4 Authorised Absences

Authorised only when supported by documentation:

- Illness (according to medical rules above).
- Death of a 1st or 2nd degree relative.
- Scheduled medical appointment.
- Official community tasks.
- Mandatory appearance before an official body.
- Urgent family travel for medical or bereavement reasons.
- ADEK-approved study or exam leave.
- Participation in competitions or events with Principal approval.
- Observance of non-public religious holidays.
- ADEK or government-mandated closures.

3.5 Unauthorised Absences

- Family holidays during school time.
- Non-emergency appointments.
- Staying home without notifying school.
- Shopping trips, unnecessary travel, or any absence not listed as authorised.

3.6 Truancy

- Absence without parental knowledge or consent or collusion with parents to avoid school.
- All truancy cases are treated as serious misconduct under the ADEK Student Behavior Policy.

3.7 Punctuality

- Students who arrive after 7:40 a.m. must sign in at Reception and will be issued a late mark on ISAMs, without an acceptable reason.
- Frequent lateness is monitored, and interventions are put in place. See ARA Behaviour Policy.
- Lateness is managed jointly by **Reception, Social Workers, and Student Affairs Managers and School Leadership**. All late students must enter through Main Reception.
- Schools may excuse lateness only during adverse weather conditions or exceptional reasons.

4. Intervention Mechanisms

- Cycle 1 to 3: Students exceeding 5% absence are identified as a cause for concern.
- Kindergarten: Students exceeding 10% absence are identified as a cause for concern.
- Students may be classified as Educational Risk under ADEK's Educational Risk Policy.
- Schools will implement an intervention plan in collaboration with parents.
- Absences linked to neglect or maltreatment will be reported under the ADEK Student Protection Policy.

5. Responsibilities

Teachers

- Complete registers daily by 7:50am.
- Monitor attendance patterns.
- Discuss attendance at parent meetings.
- Escalate concerns to PRE or administration.

Parents

- Ensure daily attendance and punctuality.
- Provide documentation for absences.
- Support children in completing missed work.

Students

- Take responsibility for catching up missed work or tests.
- Maintain punctuality and full attendance.

Administration & Student Affairs Managers

- Maintain records on iSAMS and eSIS.
- Follow up all absences and late arrivals.
- Reward excellent or improved attendance.

- Communicate ADEK attendance rules to parents at the start of each year or term.
- Late arrivals are managed jointly by Reception, Social Workers, and Student Affairs Managers.

6. Monitoring & Review

- Daily: Registers are uploaded to iSAMS and ADEK eSIS.
- Termly: Attendance data is analysed, and letters are sent to parents where thresholds are exceeded.
- Annual: The policy is reviewed in line with ADEK updates.



“Why Every Day at School Counts”

Attendance Rules & What Parents Need to Know.

Student Administrative Affairs Policy in full effect this AY 2025/26

01

The 5% & 10% Absenteeism Rule

Applies on combined excused & unexcused absences



Kindergarten

▶ If a student misses more than **10% (18 days)**, it is flagged

Grades 1-12

▶ If a student misses more than **5% (9 days)**, it is a concern

02

Excused Absences

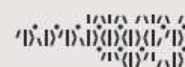


- ✓ Illness
- ✓ Emergency medical appointments
- ✓ Family Loss (1st or 2nd degree relative)
- ✓ Official duties
- ✓ Competitions/events
- ✓ Government public holidays
- ✓ Study/exam leave (with ADEK approval)
- ✓ Government-mandated closures

Unexcused Absences



- ✗ Family vacations during school days
- ✗ Staying home without notifying the school
- ✗ Non-emergency medical appointments
- ✗ Non-severe weather conditions



Lateness Adds Up

Schools will identify frequent lateness and take appropriate action at their discretion

03

Medical Absences



Up to **3 consecutive days**
(and a maximum of 12 days annually)



Parent-written sick notes

Starting **4th sick day**



DOH sick leave certificate

Chronic Illness Absences

If a student exceeds 12 missed school days, parents must submit DOH medical reports

04



No Skipping Schoolwork

Even excused absences mean your child **must catch up on all missed work/tests**.

05



Parent Responsibility

You must notify the school of any absence and provide documents to avoid having it marked as unexcused (unauthorized).

Attendance is the foundation of your child's future success. Being on time and present builds responsibility, protects learning and ensures your child thrives.