



MODEL PRIVATE SCHOOL, ABU DHABI

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Circular

Date: 29.09.2025

Sub: Amendments to Attendance, Absence, and Punctuality Policy

Dear Parents,

Attendance and punctuality are vital for your child's success, responsibility, and wellbeing. To align with ADEK regulations and support learning, please note the revised rules:

1. Attendance Thresholds

- **Kindergarten:** Absences exceeding 10% (18 days per year) will be flagged.
- **Grades 1–12:** Absences exceeding 5% (9 days per year) will be raised as a concern.
- Absences taken immediately before or after approved leave (weekends, breaks, holidays) will be considered as part of the leave.
- Exceeding the permissible number of absences may affect promotion.

2. Excused Absences

- Illness
- Emergency medical appointments
- Family bereavement (1st/2nd degree relatives)
- Official duties, competitions, and events
- Government-declared holidays
- ADEK-approved study/exam leave
- Government-mandated closures

3. Unexcused Absences

- Family vacations during school days
- Staying home without prior notification
- Non-emergency medical appointments
- Non-severe weather conditions

4. Absences Due to Illness

- A parent- written sick note is required for up to 3 consecutive days of absence.
- From the 4th consecutive day, a medical certificate from a DOH-licensed physician is required.
- A maximum of 12 medical absence days per year is allowed.
- Students with chronic conditions must submit official medical reports.

5. Punctuality

- Late arrivals must sign in at reception.
- 3 or more late arrivals in a year may result in disciplinary action, including restrictions on re-registration.

6. Parent Responsibilities

- You must notify the school of any absence and provide documents to avoid having it marked as unexcused (unauthorised).
- Ensure the child completes all missed classwork, homework, and assessments.

7. Monitoring

- The school will regularly monitor and analyse attendance and punctuality.

Your cooperation is essential to maintain high standards of attendance and punctuality.

With Best Regards,



Principal