



NEW INDIAN MODEL SCHOOL, AL AIN

ATTENDANCE AND ABSENCE POLICY

Issue Date: April 15, 2025

This procedure is reviewed annually (or whenever change is mandatory) to ensure compliance with current regulations

	Date	Name and Signature
Last reviewed:	March, 2025	Principal
Updated	September, 2025	Principal
To be reviewed:	March, 2026	Principal

PURPOSE:

To conform to Policy 54: Attendance and Policy 55: Absence of the ADEK Private Schools Policy and Guidance Manual (2014-2015), corresponding to Article (59) and (60) of the Organizing Regulations.

To set out NIMS's expectations in relation to full attendance at school by all students without exception, through a clear policy and effective communication with Parents/Guardians.

POLICY STATEMENT:

1. NIMS Al Ain seeks to instill in students a sense of personal responsibility. Students shall understand that regular attendance at school leads to academic growth and the importance of exhibiting committed behavior when participating in activities for which they are responsible.
2. Students are expected to attend school every school day as specified in the School Calendar.
3. Students shall arrive at school punctually every day, attend Morning Assembly, and attend classes on time.
4. Parents/Guardians are active partners with the school regarding their child's attendance and punctuality. They must ensure that their child attends school every day and arrives on time with their books and equipment and dressed in the proper school uniform.
5. NIMS Al Ain will keep accurate and complete attendance records for each student, including timely or late arrival to school.
6. NIMS Al Ain seeks to achieve the following goals:
 - To ensure a high percentage of attendance and high academic achievement
 - To reduce tardiness in coming to school or returning to class after break
 - To minimize the arrangement of trips scheduled during school hours
 - To discourage absences during exams
 - To prevent students from taking days off before a long holiday

- To keep accurate and up to date records of attendance
- To communicate effectively with parents regarding absence and punctuality

7. If a student needs to be absent from school for a particular day, Parents/Guardians must inform the school.

8. When a student returns after an absence Parents/Guardians need to send a signed note to the Supervisor indicating the reason for the student's absence.

9. Students are responsible for completing all assignments missed during their absence.

10. Parents/Guardians should seek to ensure that family vacations take place during scheduled school holidays.

11. Parents/Guardians are strongly encouraged to ensure that their children have full attendance.

12. Students will receive a Certificate of 'Perfect Attendance' if they achieve full attendance throughout the academic year.

13. Administration will notify the parents of absent students on a daily basis.

14. A student absent due to a medical reason must produce a HAAD/SEHA sick leave or certified, valid medical certificate.

EXCUSED ABSENCES

- HAAD sick leave or medical leave recommended by physician
- Religious leave on certain occasions
- Representing the school in sports events
- Appearing in exams like TOEFL, SAT 1 and SAT 2.
- An authentic letter signed from parents for one-day leave.

UNEXCUSED ABSENCES

Any absence without an accepted legitimate excuse will be considered as unexcused absence.

The following types of absences will be regarded as unexcused:

- 1.Shopping trips
- 2.Unnecessary travel
- 3.Other types of absences not included in the excused absence list

Unexcused absences should not exceed 2 days per month, or 15 days per year (non-continuous), or one week continuous.

15. Students are considered to be truant if they are absent from school without their Parents'/Guardians' knowledge or consent, or if Parents/Guardians have colluded with the student so they are absent without authorization. The School will immediately inform the students' Parents/Guardians of incidents of truancy and will hold discussions with them and the students and closely monitor the student's attendance. The School will also investigate thoroughly and apply the Code of Conduct in such cases.

16. If an absence is excused, the student has the right to make up the work and any assignments that were missed. If an absence is unexcused, a student does not have the right to make up the missed homework and/or assessments. The School will agree with the Parents/Guardians on the appropriate course of action pending completion of the investigation into the circumstances of the absence.

17. Ten percent absence per year can lead to grade retention. Students who exceed the maximum limit of absences allowed may be required to repeat the year. In serious cases, the ADEK receives the names of these students.

18. The School can expel a student in case there is an unexcused absence for ten days continuously, or fifteen days non-continuously, during the academic year on the condition that the school has already issued three warning letters, such that a warning letter is sent every three days. Additionally, the expulsion order must be issued by the School Principal and approved by ADEK and the Parent/Guardian is informed.

19. Parents/Guardians who plan to have their children miss several days of school (whether excused or unexcused) are required to notify the school at least ten days before the anticipated absence, in order to allow teachers time to prepare the list of assignments that will be missed during the absence.

20. The student or Parent/Guardian shall be responsible for contacting the Administration to learn of all assignments and tasks given to the student. These assignments must be completed by the student and returned to the relevant teachers either before leaving or shortly after returning from the absence.

ATTENDANCE REGULATIONS

1. Students should arrive at school by 7:50 a.m. and leave at 2:30 p.m.
2. Students arriving after 8:00 a.m. should be accompanied by a parent/guardian in order to enter school. Any student without a note will receive an unexcused absence.
3. The School will excuse students for being late in the morning during days with adverse weather conditions (e.g. heavy fog).
4. Students are not allowed to leave school during school hours unless on an approved supervised school trip or with a note from the School Clinic or an external clinic due to illness at school.

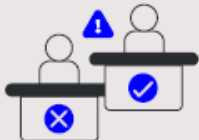
In other circumstances, a Parent/Guardian must present a note in order for a student to receive permission to leave the school and sign out their child.

CLASS ATTENDANCE

1. Students should carry a Pass Card from their teacher if they need to leave the classroom during lesson time. A Student is tardy if he/she arrives to class late and does not have a Pass Card.
2. Teachers must record student attendance every period at the beginning of each lesson.
3. Class teachers must call parents due to student absences of two consecutive days. Parents receive an SMS when a student is absent or late to school.

4. Teachers must record the names of students who do not turn up for class. They must report the names of these students to the HoS immediately. Latecomers who repeatedly arrive late for class will face consequences as per the Code of Conduct.

5. The teachers are responsible for the effective use of class time by the students.



دائرة التعليم والمعرفة
DEPARTMENT OF EDUCATION
AND KNOWLEDGE



“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.

