



المدرسة الهندية النموذجية الجديدة
NEW INDIAN MODEL SCHOOL
رقم التصريح التعليمي ٢٠١٨٦، هيئة المعرفة والتنمية البشرية، دبي، ا.ع.م.
Educational Permit No. 20186, Knowledge & Human Development Authority, Dubai, UNITED ARAB EMIRATES
Affiliation Nos. CBSE: 6630009, Kerala Board: 43092 (Grade 8 to 10): 15004 (Grade 11 & 12)



ATTENDANCE & PUNCTUALITY POLICY 2025-2026



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ATTENDANCE & PUNCTUALITY POLICY

Review Details	Review 1	Review 2	Review 3
Review Date	March 2025	September 2025	
Review Approved On	March 2025	September 2025	
Date of Next Review	September 2025	December 2025	
Reviewed By	Vice Principal, SLT, DEIW.	Vice Principal. SLT, DEIW	

Approved By

Ms.Supriya Sehgal	Principal	
Dr.Rohit Pramanik	Vice Principal	
Mr.Vinayachandran.M.P	Head of Inclusion	



1. Purpose

The purpose of this policy is to ensure consistent attendance and punctuality for both students and staff, in alignment with KHDA regulations, UAE Ministry of Education requirements, and the school's commitment to fostering discipline, responsibility, and academic excellence.

2. Scope

This policy applies to all students enrolled at NIMS Dubai.

3. Objectives

- To maintain high standards of attendance and punctuality.
- To minimise disruptions to the teaching and learning process.
- To support early identification and intervention for persistent absenteeism or lateness.
- To ensure compliance with KHDA and MoE attendance guidelines

4. Attendance Expectations

Students are expected to maintain **a minimum of 98% attendance** across the academic year, as per KHDA guidelines.

- Absence will be excused only for valid reasons (Illness, Family Bereavement, Medical Emergencies) and must be supported by documentation (medical certificate).
- Repeated absenteeism may result in parent meetings, counseling, and KHDA notification.
- Students who miss assessments due to unapproved absences may not be eligible for re-assessment.

5. Punctuality Expectations

- Students must arrive 10 minutes before the official start time of the school day.



- Late arrivals will be recorded, and repeated lateness may lead to parent notification followed by disciplinary action.
- Students leaving early must provide written parental consent and administrative approval.

6. Roles & Responsibilities

- **Principal:** Ensure policy implementation, review attendance data, and report persistent cases to KHDA if necessary.
- **Teachers:** Maintain accurate daily attendance records in the school's Student Information System (SIS).
- **Supervisors:** Monitor attendance trends, follow up on absences, and engage parents when required.
- **Counselors:** Provide intervention and support for students with chronic absenteeism or punctuality issues.
- **Parents:** Ensure children's regular attendance, punctuality, and timely communication regarding absences.

7. Monitoring & Reporting

- Attendance records are maintained daily and reviewed weekly by Section Heads.
- Monthly reports are shared with the Principal and Senior Leadership Team.
- Persistent cases of absenteeism or tardiness are documented and escalated.
- If the student is absent for more than 20 consecutive days, Long absentee form is submitted to the admission department by the concerned supervisor duly signed by the concerned authority.
- Reports may be submitted to KHDA after notifying the parents ,subsequently resulting in removal of the student from the school register.

8. Consequences for Non-Compliance



- Verbal/written warnings.
- Parent meetings.
- Loss of privileges or participation in extracurricular activities.
- Referral to KHDA in severe cases.

9. Review

This policy will be reviewed annually by the Senior Leadership Team to ensure compliance with KHDA and MoE guidelines, and best practices in students well-being.

10. Attendance & Punctuality – Reporting & Escalation Flow.

1. **Absence/Late Arrival Recorded** → Teacher marks in SIS (Student Information System).
2. **Initial Notification** → Teacher informs parent (via School Diary/ Email).
3. **Repeated Absence/Lateness (3+ times)** → Section Head meets the student and Parent will be notified.
4. **Persistent Cases (5+ times/month)** → Counsellor intervention (attendance improvement plan).
5. **Chronic Cases (10+ times/term)** → Escalation to Principal; official warning letter issued, and Promotion can be withheld.
6. **Unresolved/Severe Cases** → Report to KHDA for removal of the name of the student from the School Register.



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