



# St. Joseph's School

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## SJS Attendance Policy

**Policy Reference:** SJS/AP/2025

**Approved By:** School Leadership Team

**Effective Date:** 23<sup>rd</sup> September, 2025

**Next Review Date:** 31<sup>st</sup> March, 2026

### 1. Introduction

At St. Joseph's School (SJS), we believe that regular attendance and punctuality are essential for academic achievement, wellbeing, and personal development. This policy ensures that all stakeholders—students, parents, and staff—work together to maintain excellent attendance and punctuality, in full compliance with ADEK regulations.

### 2. Purpose

- Define attendance and punctuality standards at SJS.
- Establish procedures for recording, monitoring, and reporting attendance.
- Raise awareness among students and parents of the importance of attendance.
- Identify and support students at educational risk due to absenteeism.
- Outline procedures for authorized absences and illness reporting.

### 3. Policy Guidelines

#### 3.1 Defining Attendance and Punctuality

- Attendance means being present and engaged during the official school day.
- Punctuality means arriving on time for school and classes.

#### Procedures:

- a. The school will follow up on **all unreported absences within 2 hours** of the register closing.
- b. Arrival and departure of **unaccompanied Cycle 3 students** will be recorded and shared with parents. Parents of younger students may request this service.

c. **Cycle 1–3 students** with absence rates above **5%** of total ADEK calendar days will be flagged as a “cause for concern.”

- The school will determine whether the student should be considered **educationally at risk**.
  - If absences raise suspicion of **neglect**, the school will report in line with ADEK’s Student Protection Policy.
- e. Students with **additional learning needs** must follow attendance requirements. Medical or therapeutic leave will be authorized when supported by documentation.
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### 3.2 Ensuring Attendance Compliance

SJS will:

1. Record attendance daily and ensure accuracy.
  2. Manage absences in line with ADEK Student Happiness Committee guidelines.
  3. Recognize excellent or improved attendance (e.g., certificates, assemblies, newsletters).
  4. Report attendance to ADEK **daily on eSIS**.
  5. Safeguard against unnecessary travel-related absences before school breaks by ensuring meaningful lessons are planned until the last day.
  6. Communicate regularly with parents and students about the importance of good attendance and the consequences of poor attendance.
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### 3.3 Authorized Absences

The following absences will be authorized if supported by official documents:

1. Illness (see Section 3.4).
2. Death of a first- or second-degree relative.
3. Pre-scheduled medical appointments.
4. Official community tasks.
5. Mandatory appearances before official bodies.
6. Urgent family travel (e.g., medical care, bereavement).
7. Participation in Principal-approved events (e.g., MUN, sports, Olympiads).
8. Work in the entertainment industry.
9. Religious holidays not recognized as public holidays in the UAE.
10. Examination leave (board or pre-collegiate exams, approved by ADEK).
11. Study leave (up to **4 weeks annually** for board/pre-collegiate exams, approved by ADEK).
  - Learning will continue at school for those not on study leave.
12. Medical/therapeutic leave for students with additional learning needs.
13. ADEK-approved school closures (e.g., extreme weather).

→ Students with authorized absences will be allowed to make up missed work and assessments.

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### 3.4 Absence Due to Illness

- Parents may provide a **written sick note** for up to **3 consecutive days**. Beyond this, the absence will be unauthorized without medical evidence.
  - A **DoH-licensed physician's certificate** is required from the **4th consecutive day**.
  - A maximum of **12 school days per year** will be authorized for illness without a medical certificate.
  - Students with **chronic conditions** requiring longer absences must submit medical reports; the school will review such cases individually.
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### 3.5 Punctuality

- Students arriving late due to adverse weather or exceptional reasons will be excused.
  - Late students must **register at reception** to obtain a late remark in the handbook..
  - Persistent lateness will be addressed through parental communication and corrective action.
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### 3.6 Maintenance of Attendance Records

- Teachers shall record student attendance **daily**.
  - Data will be submitted to the centralized unit responsible for **eSIS reporting**.
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### 3.7 Intervention for Students at Educational Risk

- Students with consistently poor attendance will be identified as **educationally at risk**.
  - SJS will work with the student and parents to create a **personalized intervention plan** in line with ADEK's Educational Risk Policy.
  - Follow-up will be conducted regularly and documented.
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## 4. Review and Monitoring

- The Attendance Policy will be reviewed **annually** to ensure compliance with ADEK requirements.
- Attendance records will be **monitored regularly** to identify patterns, challenges, and solutions.

Approved by:

*Prestina Rocha*  
Principal

St. Joseph's School  
23rd September, 2025

