



St. Joseph's School Abu Dhabi, UAE

Student Attendance Policy

PURPOSE:

Good attendance is a foundation for academic achievement and it underpins all aspects of personal development. It establishes a responsible attitude towards the opportunities available in school and further education. St Joseph's is committed in providing a full and effective educational opportunity for all pupils. It is the policy of the school to celebrate success. Attendance is a critical factor to a productive and successful school career.

POLICY:

Our school actively promotes and encourages 100% attendance for all pupils. Our aim is to ensure that pupils arrive at school on time. We strive for attendance that is consistently outstanding for all groups of pupils. We will give a high priority to conveying to parents and pupils the importance of regular and punctual attendance.

NOTE: *In accordance with UAE law a pupil may be permanently excluded if he/she is absent from school for 20 consecutive days or 25 non-consecutive days within an academic year, without prior information and approval. In such cases, the school does reserve the right to exclude your child, ask them to repeat a year or withdraw the offer of a place for the following academic year.*

School Attendance Procedures

- Students are expected to attend school on every school day as specified in the school calendar.
- Students shall arrive at school punctually every day, attend morning assemble, and attend classes on time.
- Teachers shall maintain a record of attendance for every period.
- All students are expected to attend school on the re-opening day after the vacation. Absence for more than a week renders the pupil's name being struck off the roll. Similarly, no one is allowed to leave for vacation earlier than the closing day.
- Late Student: A student who had come in after the assembly, needs to report at the school office – a remark is put in the student's handbook which must be presented to class teachers as proof of sign in.
- In case of absence for less than a week the student, on returning to school, must have the reason of absence entered and signed by the parent or guardian on the 'Leave Record' in the Handbook, without which the student will not be admitted to the class.
- A student remaining absent on account of sickness and infectious diseases like chicken pox, diphtheria, measles, hepatitis, mumps, whooping cough etc. should be supported by the Medical Certificate issued by the Abu Dhabi Health Authority. Students can attend the school only after producing the medical certificate issued by the AHA certifying them as fit.

- No leave of absence is granted on previous written application from parent or guardian except for serious reasons. Student's leave of absence applications should be duly approved by the Principal.
- While submitting leave notes and other letters please see the name of the child, class and divisions are mentioned.
- For the safety of the child, the parent has to inform the school office before 8:00 am, if the child is absent.
- Students are responsible for completing all assignments missed during their absence.
- Parents should ensure that family vacations are taken during scheduled school holidays.
- Daily attendance is sent to ADEK through eSIS website.
- Students cannot leave the school premises during the school hours without a written request from the parents and its approval by the Principal / Vice Principal.
- No half day leave will be granted to the students except in exceptional cases after the approval of the Principal.
- Parents who plan to have their children miss several days of school are required to notify the school at least 10 days before the anticipated absence.
- Students are considered truant if they are absent from school without their parents consent.

Sr. Carmen

**Sr. Carmen
Principal**



Next review Date: 31st March 2022