



Sharjah American  
International School

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2025 - 2026

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# ATTENDANCE POLICY

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Abu Dhabi Branch

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عام الأسرة ٢٠٢٦  
YEAR OF FAMILY 2026

## SAIS ATTENDANCE POLICY ALIGNED WITH ADEK POLICY:

This policy is designed to ensure student presence and engagement in their educational journey, fostering a proactive and accountable partnership between parents and the school. It is vital that parents adhere to these guidelines to support their child's academic success and overall well-being.

### Glossary:

- **Academic Year:** The period during which students attend school, as defined by ADEK.
- **Attendance:** Being physically present at school. Attendance rates are recorded as the proportion of full school days attended relative to the total number of school days per the approved school calendar.
- **Lateness:** Arrival after the specified start time for class.
- **Punctuality:** On-time arrival for school or class.

## MORNING REGISTRATION PROCEDURE:

### KG Cycles:

For students in the KG Cycle whose total absence rate, including both authorized and unauthorized absences, exceeds 10% of the total school calendar days, the school shall formally engage with parents/guardians to inform them that persistent absence may have a negative impact on the student's learning, development, and progression. The school will implement appropriate follow-up measures to support regular attendance. In cases where there is reasonable suspicion of student maltreatment or neglect contributing to the absences, the school shall report the concern in accordance with the ADEK School Student Protection Policy and follow all mandated safeguarding procedures.

### Elementary, Middle and High School (cycles from 1-3)

The school will identify students whose authorized and unauthorized absences exceed 5% of the total instructional days as defined by ADEK as a "cause for concern." In such cases, the school will assess whether the student is at educational risk, in line with the ADEK Educational Risk Policy.

If a student's absences raise reasonable concerns of possible maltreatment or neglect, the school will refer the matter to the Inclusion Department/ Social Counselors to initiate contact with the parents and arrange a meeting, in accordance with the ADEK Student Protection Policy.

## Attendance Recording Procedures

- HALP time teachers and section supervisors ensure that attendance is accurately recorded on Mograsy system/school portal from 7:45 a.m. to 8:00 a.m.
- After 8:00 a.m., students arriving late must collect a late slip from the school reception.
- Supervisors will follow up on any unreported absences within one hour of the register closing (starting at 9:00am) by contacting parents via phone call and, follow-up messages WhatsApp or SMS to ensure accurate attendance records.
- Subject teachers are responsible for recording student lateness during the first period, according to their teaching schedule.

## ATTENDANCE MARKING:

- **Absent Excused**
- **Absence**
- **Unauthorised**
- **Absence Late**

## PARENTAL NOTIFICATION AND RESPONSIBILITY:

Parents must inform the section supervisors about the reasons for a child's absence.

- After two consecutive days of absence, a medical certificate is required. If it is not provided, the absence will be recorded as unauthorized.
- If no communication is received and the child is absent when the register is marked, they will be recorded as absent.
- Any other absences reported by parents should be marked as excused.
- Any concerns regarding absences not covered by this policy should be reported to the Safeguarding team.

## ATTENDANCE GUIDELINES:

### Attendance Guidelines Based on UAE Inspection Framework:

- 98% - Outstanding
- 96% - Very Good
- 94% - Good
- 92% - Acceptable Below
- 92% - Weak

## IDENTIFICATION OF EDUCATIONAL RISK:

- For compulsory grades (Grade 1 and above), students with unauthorized absence rates exceeding 5% of total calendar days, as outlined by ADEK, are identified as a "cause for concern."
- The school is committed to monitoring students with additional learning needs and ensuring they meet attendance requirements, accommodating medical or therapeutic leave as necessary.

## PROMOTING GOOD ATTENDANCE:

- Recognizing and rewarding excellent or improved attendance.
- Daily attendance reporting to ADEK through eSIS.
- Effective communication with parents, students, and staff regarding the importance of attendance, adherence to the rules, and the implications of non-compliance.
- Authorized absences include illness, family emergencies, and other valid reasons backed by appropriate documentation.

### Rewarding good attendance

We reward and encourage excellent attendance through announcements of classes with 100% attendance. Every week the class with the best attendance is announced in assemblies and on our social media; they receive an attendance certificate and hold the grade group cup for the week. These results are announced in the newsletter. On a termly basis children with full or significantly improved attendance and excellent punctuality receive a certificate and award.

## PUNCTUALITY:

- Excusal of late arrivals due to adverse weather or other exceptional circumstances.
- Management of punctuality through administrative measures such as late passes.
- Addressing habitual lateness in alignment with ADEK's Student Behavior Policy.

## RECORD KEEPING AND INTERVENTIONS:

- Diligent maintenance of attendance records on Mograsys and consistent reporting to the centralized eSIS.
- Implementing intervention plans for students identified at educational risk in accordance with ADEK policies.

This comprehensive policy framework ensures a structured and supportive environment that aligns with ADEK's objectives, promoting educational consistency and addressing student needs effectively.

## UNAUTHORIZED ABSENCE:

If an absence is unauthorized, the school will agree with the parents/guardians on the appropriate course of action pending completion of the investigation into the circumstances surrounding the absence.

## ACTION FOR UNAUTHORIZED ABSENCE:

The following actions will be taken by the school in cases of unauthorized absence:

- If no explanation for the absence is provided by 9:00 a.m., the school will contact parents by phone to determine the reason for the absence.
- Middle and High School students whose absence exceeds 5% absence will receive a phone call and/or message from the Section Supervisor or Head of School, reminding parents of the importance of regular attendance and the implications if attendance does not improve.
- Parents will be invited to attend a meeting with the Head of School and/or Supervisor to discuss the student's attendance concerns and agree on next steps.

Additional measures, depending on the situation, may include:

- Assigning school-based community service hours.
- Parents may be asked to sign an undertaking to improve the student's attendance.
- Issuing demerits, in line with the school behaviour and attendance policies

## SCHOOL TIMING AND LATENESS POLICY:

### **School timing and lateness policy (punctuality and late arrival to school):**

School punctuality is crucial to ensuring students maximize achievement and establish effective learning routines.

### **Please note the following guidance on timing:**

Morning: Students will be considered late if they arrive beyond 7:45 a.m

### **Punctuality**

School shall excuse student lateness in the morning in cases of adverse weather conditions or other exceptional circumstances deemed appropriate by the school administration. The school shall maintain a clear mechanism to monitor, approve, and manage student punctuality, including procedures for late arrival registration through the school reception and issuance of a late pass when required.

The school shall also identify patterns of frequent lateness and take appropriate action at its discretion. Where repeated lateness is observed within a short period of time (such as a week or a month), the school will implement a graduated intervention process, which may include written notifications to parents via Mogrysys and/or the school portal, follow-up phone calls, and formal warning letters issued by the Vice Principal or Head of School. Parents may be required to attend a face-to-face meeting and sign an undertaking to support improvement in punctuality.

In cases of continued lateness despite prior interventions, the school reserves the right to take further appropriate actions in line with school policy and ADEK regulations.

### **The following action will be taken by the school for Students arriving late:**

For any additional incidents at the school, the decision might include one or more of the following:

- Community hours at the school.
- Detention during school hours.
- A written notice announcing refusal to re-enroll the student in the school for the following academic year.



### Parental Acknowledgment of School Attendance Policy

I, the undersigned, acknowledge that I have received, read, and understood the School Attendance Policy of SAIS.AD. I understand the requirements regarding student attendance, punctuality, and the school's procedures for monitoring and addressing absences.

I agree to support the school in ensuring my child adheres to the attendance policy and understands that repeated absences or lateness may result in the interventions outlined in the policy.

- StudentName: \_\_\_\_\_
- Grade/Class: \_\_\_\_\_
- Parent/GuardianName: \_\_\_\_\_
- Signature: \_\_\_\_\_
- Date: \_\_\_\_\_

### إقرار ولي الأمر بسياسة الحضور المدرسي

أنا الموقع أدناه، أقر بأنني قد استلمت وقرأت وفهمت سياسة الحضور المدرسي الخاصة بـ SAIS.AD. أفهم المتطلبات المتعلقة بـ حضور الطلاب، والانضباط في المواعيد، وإجراءات المدرسة لمتابعة الغياب ومعالجته.

وأتعهد بدعم المدرسة لضمان التزام ابني/ابنتي بسياسة الحضور، وأفهم أن الغياب أو التأخر المتكرر قد يؤدي إلى الإجراءات والتدابير المنصوص عليها في السياسة.

- اسم الطالب/ة: \_\_\_\_\_
- الصف/الفصل: \_\_\_\_\_
- اسم ولي الأمر/الوصي: \_\_\_\_\_
- التوقيع: \_\_\_\_\_
- التاريخ: \_\_\_\_\_