



ATTENDANCE POLICY

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INTRODUCTION

At Sunrise English Private School, we believe that regular attendance is essential for student success and academic achievement. Our Student Attendance Policy is designed to ensure that students attend school consistently, fostering a disciplined and productive learning environment. Consistent attendance helps students stay engaged, participate fully in classroom activities, and build strong relationships with peers and teachers. This policy outlines the expectations for attendance, procedures for reporting absences, and consequences for excessive absenteeism. We encourage parents and guardians to support their children in maintaining regular attendance to maximize their educational experience and overall development.

PURPOSE OF THE STUDENT ATTENDANCE POLICY

The purpose of the Student Attendance Policy is to ensure that students attend school regularly, maximizing their learning opportunities and academic success. Regular attendance fosters discipline, responsibility, and punctuality, essential traits for future endeavours. This policy supports a stable, structured environment that promotes the social, emotional, and intellectual development of students. Additionally, it ensures compliance with ADEK and the Central Board of Secondary Education (CBSE) requirement of minimum attendance. By maintaining clear communication between the school, students, and parents, the policy aims to cultivate a positive and conducive learning atmosphere, benefiting the entire school community. By implementing this policy, SEPS aims to create an inclusive and supportive environment where parents are valued partners in their ward's education and the overall school community.

The purpose of the Student Attendance Policy is to:

1. **Promote Regular Attendance:** Ensure that students attend school regularly to maximize their learning opportunities and academic performance.
2. **Enhance Academic Success:** Establish a foundation for consistent academic progress and achievement by minimizing disruptions caused by absences.
3. **Develop Discipline:** Foster a sense of responsibility, punctuality, and discipline among students, preparing them for future academic and professional environments.
4. **Support Student Well-being:** Encourage regular attendance to provide a stable and structured environment that supports students' social and emotional development.
5. **Comply with Educational Standards:** Adhere to the attendance requirements set by the Central Board of Secondary Education (CBSE), ADEK and other relevant educational authorities.
6. **Facilitate Communication:** Ensure clear communication between the school, students, and parents regarding attendance expectations and the consequences of non-compliance.





By implementing this policy, we aim to create a positive and conducive learning environment that benefits all students.

The purpose of this policy is to ensure that all students attend school regularly, as consistent attendance is crucial for academic success and personal development. Regular attendance fosters a disciplined learning environment and helps students build a strong foundation for their future.

GENERAL GUIDELINES:

1. **Daily Attendance:** All students are expected to attend school daily.
2. **Reporting Time:** Students must report to school by 7:20 AM.
3. **School Assembly:** All students are required to attend the school assembly, which begins at 7:30 AM.
4. **Unreported absences** will be followed up within **2 hours** of the attendance register closing
5. **Punctuality:** Students using their transport are also expected to arrive on time.

LATE ARRIVAL:

1. Students arriving late will have their late arrival recorded in the student diary and also in Attendance/late Register at the Reception Counter.

ATTENDANCE REQUIREMENT: ADEK

- a. All students must maintain a minimum of 90 % attendance as per ADEK requirements. The school will identify students with **both authorized and unauthorized absence rates above 5% of the total calendar days** outlined by ADEK as a "cause for concern".

ATTENDANCE REQUIREMENT: CBSE

1. As per CBSE, all Students should have a minimum of 75% attendance in an academic year

Leave of Absence:

1. Leave of absence must be supported by a proper leave application.
2. Unauthorized absences will be addressed as per the school's disciplinary procedures.
3. Unauthorised absences will be counted as 'Absence without permission' and will be considered as loss of attendance.





4. Early leaving the school by students is not encouraged as this might affect the continuity of their classes.
5. This will be permitted only in the case of a genuine reason by special request to the Principal.

Authorized Absences

The following absences will be **authorized**, subject to submission of parent letters or official documentation:

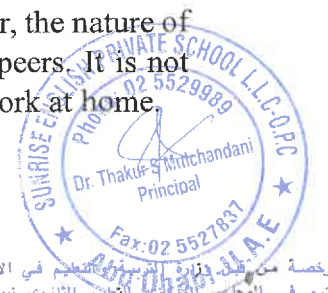
1. Illness.
 2. Death of a first- or second-degree relative.
 3. Medical appointments scheduled prior to the absence.
 4. Official community task.
 5. Mandatory appearance before an official body.
 6. Urgent family travel for medical care, escort leave, or death in family.
 7. Participation in conferences, competitions, or events approved by the Principal.
 8. Work in the entertainment industry (with approval).
 9. Observation of religious holidays not recognized as UAE public holidays.
 10. Examination leave (board or pre-collegiate exams approved by ADEK).
 11. Study leave (up to 4 weeks annually for board or pre-collegiate exams approved by ADEK).
- The school will remain open and provide support for students not taking study leave.
12. Therapeutic/medical leave for students with additional learning needs.
 13. Government-approved closures (e.g., extreme weather).

Catch-up arrangements: For all authorized absences, students will be informed of missed work and allowed to complete tests or assignments.

Unauthorized Absence:

1. Family Holiday
2. Shopping Trips
3. Other types of absences not included in the authorized absences list

Absenteeism disrupts learning and it is not possible to “make up” in full the learning lost during a period of absence. We understand that emergency situations happen, however, the nature of our programme is designed for students to learn within their community of peers. It is not possible to send class work home or for students to complete the equivalent work at home.





Vacations during the School Year

The school year includes a generous amount of vacation time and therefore an extension of this time is not encouraged.

Should you choose for your children to be absent from school for a prolonged period outside regular vacation time, parents should send an email to the relevant Head of School. The absence will be acknowledged; however, **we do not give approval**. All days missed will be counted as unauthorized absences on the report card. Teachers are not expected to make exceptional lesson planning arrangements for students who miss school because of holidays taken during school days.

Requirement for Illness and Absenteeism

1. Parent shall submit a written sick leave if their ward is absent up to 3 consecutive school days, or absence will be considered as an authorized absence.
2. Parents are requested to submit a sick leave from DOH-licenses physician on the fourth consecutive day (including weekends) or absence will be considered as an authorized absence.
3. School can only authorize maximum of 12 annual school days of student absence due to medical reasons without a medical certificate from DOH licensed physician.
4. For students with chronic medical conditions who may require more than 12 school days of student absence, medical report has to be submitted from a DOH –Licensed physician or from relevant health authority.

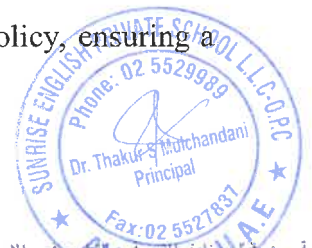
Attendance in School Events/Programs:

1. Attendance in school events such as School Annual Day, Sports Day, and other days of observations/Celebrations is mandatory for all students.
2. Absence on these days without valid reasons/approvals will be considered a violation of the Attendance policy of the school.

Implementation:

1. Class teachers and school administration will monitor student attendance.
2. Parents will be informed promptly about any attendance issues.

We appreciate the cooperation of parents and students in adhering to this policy, ensuring a productive and supportive educational environment for all.





Parents' Role in Ensuring Complete Attendance by Students.

Parents play a crucial role in ensuring their child's complete attendance at school. Here are the key responsibilities and actions that parents can take to support and encourage regular attendance:

- ☐ Establish a **Routine**: Create and maintain a consistent daily schedule that includes a set bedtime and wake-up time, helping children get enough rest and be prepared for school each day.
- ☐ Monitor **Attendance**: Regularly check their ward's attendance records and communicate with the school to address any absences or attendance issues promptly.
- ☐ Encourage **Punctuality**: Emphasize the importance of arriving at school on time and support children in managing their time effectively to avoid tardiness.
- ☐ Support **Health and Well-being**: Ensure that their ward stays healthy by encouraging a balanced diet, regular exercise, and adequate sleep, and seeking medical care when necessary to prevent and address health issues.
- ☐ Communicate **with the School**: Inform the school about any legitimate reasons for absences, such as illness or family emergencies, and follow up with proper documentation as required.
- ☐ Promote **the Importance of Education**: Reinforce the value of education and the benefits of regular school attendance, helping children understand that being present in class is key to their academic success and personal growth.
- ☐ Address **Absence Concerns**: If their ward is frequently absent or late, work collaboratively with school staff to identify and address the underlying issues, whether they are academic, social, or emotional.
- ☐ Model **Good Behavior**: Demonstrate responsibility and punctuality in their own commitments, setting a positive example for their children to follow.

By actively participating in these ways, parents can help foster a positive attitude towards school, ensuring that their children maintain regular attendance and achieve their full potential.





The categories and their corresponding messages are as follows:

- a. **Initial Absence Notifications:** These messages will explain the impact of missing school and emphasize the importance of regular attendance.
 - 3 days of unexcused absence.
 - 6 days of unexcused absence.
 - 8 days of unexcused absence.
- b. **Referral to ADEK:** These messages will inform parents that their child has been referred to ADEK for closer monitoring, and further actions may be taken if the absenteeism continues.
 - 11-14 days of unexcused absence.
 - 15-17 days of unexcused absence.
- c. **Notification of Further Action:** This message indicates that the relevant authority will contact the parent to discuss the consequences of continued unexcused absences.
 - 18-19 days of unexcused absence
- d. **Consequences and Final Action:** At this stage, the message will inform parents that the relevant authority will take action and contact them to discuss the consequences of non-compliance with school attendance policies.
 - 20 or more days of unexcused absence

Approved by



Dr Thakur S Mulchandani
School Director/ Principal