

## Attendance Policy

**Vision:** Grow - Flourish - Achieve

**Mission:** Growing Flourishing Achievers through an innovative and sustainable learning environment that fosters academic excellence with holistic development.

### 1. Rationale:

GEMS Founders School Masdar City believes that regular attendance and punctuality are vital in enabling students to make the most of their learning opportunities and thus prepare them for the demand of their adult life.

As a school we will do all we can to maximise attendance for all students. Any problems that impede punctuality and regular attendance will be identified and addressed as speedily as possible. To this purpose, we give high priority to conveying to parents/guardians and students the importance of regular and punctual attendance. We recognise that parents/guardians have a vital role to play and there is a need to establish strong home-school links and communication systems that can be utilised whenever there is a concern about attendance and punctuality.

### 2. The purpose of this policy is to:

- Promote high levels of attendance and punctuality for all students.
- Ensure compliance with ADEK requirements.
- Establish clear procedures for recording, monitoring, and managing attendance.
- Support students at risk due to low attendance.
- Strengthen communication between school, parents, and students regarding attendance expectations.

### 3. Attendance Requirements

#### Daily Attendance

- Attendance is mandatory on all official school days.
- Teachers shall record attendance daily.
- Attendance data shall be reported daily on eSIS.
- The school shall follow up on all unreported absences within 2 hours of the attendance register being closed.

### 4. Roles and Responsibilities

We expect that all our **students** will:

- Arrive on time to school and to all lessons
- Be properly prepared and equipped for the day's learning
- Carry out any work provided by the school during an authorised absence period

We expect that **Parents/Guardians** will:

- Place a high priority on attendance and achievement
- Not allow their child to have time off school unless it is unavoidable
- Endeavour to keep health appointments out of school hours where possible
- Endeavour to keep holidays out of term time
- Inform a member of staff (usually Tutor or Class Teacher) of any reason or problem that may hinder their child from attending school

- Work with the school to resolve issues and ensure good attendance and punctuality
- Ensure their child is punctual to school
- On the first morning of absence, apply for leave on GEMS Connect by 7:45am, whenever their child is unable to attend school.

We expect the **Tutor/Class Teacher** will

- Set an example by having good attendance and arriving on time to registration – teachers should be in their classroom by 7.30am.
- Take the register at 7.45am after the National Anthem has played.
- Accurately mark the register.
- Record reasons for absence accurately on the register.
- To contact home if a student is absent from school without a reason – **by the end of the first day of absence, via email.**
- If there’s no response by the end of the second day the Form Tutor/ Class Teacher calls home.
- Alert the DSL absence after 5 consecutive days.
- Keep a record of all intervention
- Celebrate attendance and punctuality appropriately for the year group e.g. Displays, certificates, letters home, assemblies, newsletters etc.
- Refer to attendance and lateness when writing reports using the following language.

Attendance percentage	UAE Framework judgement
At least 98%	Outstanding
At least 96%	Very good
At least 94%	Good
At least 92%	Acceptable
Less than 92%	Weak
Less than 90%	Very weak

We expect the **Senior Leadership Team** to:

- Promote good attendance and punctuality within his/her year group to ensure targets are met
- Ensure all tutors /class teachers are familiar with and apply the policy consistently
- Provide support for teachers as required
- Monitor and supervise the work of their team in promoting and ensuring good attendance and punctuality
- Use half-termly data analysis to identify individuals and groups. The Pastoral leader will be looking for:
  - a) unauthorised absence
  - b) frequent short absences, particularly where a pattern emerges; e.g. every Friday
  - c) Persistent lateness

## 5. Attendance Monitoring and Thresholds

### FS and Year 1:

- Students with an absence rate above 10% will trigger notification to parents of persistent absences that may negatively affect learning and progression.
- Suspected neglect will be handled in accordance with safeguarding procedures.

### Year 2 Upwards:

- Students with an absence rate above 5% (authorised and unauthorised combined) will be identified as a “cause for concern.”
- The school may identify the student as being at educational risk.

- If absences raise reasonable suspicion of neglect or maltreatment, the case will be reported in line with the school's safeguarding procedures.

#### **Students with Additional Learning Needs:**

- Students with additional learning needs must comply with attendance requirements.
- The school may accommodate medical or therapeutic leave when supported by documentation.

#### **6. Authorised Absences:**

- a. The school shall authorise the following types of absences, provided they are supported by official documents from appropriate authorities:
  1. Illness (see Section 7 Absence Due to Illness)
  2. Death of a first- or second-degree relative
  3. Medical appointment scheduled prior to the absence
  4. Official community task
  5. Mandatory appearance before an official body
  6. Essential urgent family travel for matters such as medical care, escort leave, or a death in the family
  7. Attendance of conferences, competitions, and events, with the permission of the Principal (e.g., Model United Nations, sports events, Olympiads)
  8. Work in the entertainment industry
  9. Observation of religious holidays that are not defined as public holidays in the UAE
  10. Examination leave (for board and pre-collegiate examinations only, when approved by ADEK)
  11. Study leave (up to 4 weeks annually for board and pre-collegiate examinations only, when approved by ADEK)
    - a) Schools shall remain open for learning during study leave and shall ensure that adequate support is provided to students who are not taking leave.
  12. Leave for medical or therapeutic reasons for students with additional learning needs
  13. Government-approved school closures due to extreme weather conditions
- b. Where an absence is authorised, schools shall inform the student of work to be caught up and shall allow the student to complete any assignments or tests that they have missed.

#### **7. Absence Due to Illness:**

- a. Parents shall submit a parent-written sick note (daily) if their child is absent for up to 3 consecutive days, or the absence will be recorded as an unauthorised absence.
- b. Parents shall submit a sick leave certificate from a DOH-licensed physician on the fourth consecutive day (including weekends), or the absence will be recorded as an unauthorised absence. Sick leave certificates shall be submitted within 24 hours of the medical consultation.
- c. Schools shall authorise a maximum of 12 annual school days of student absence due to medical reasons without requiring a sick leave certificate from a DoH-licensed physician.
- d. For students with chronic medical conditions who may require more than 12 school days of student absence, parents shall submit medical reports from a DoH-licensed physician or a relevant health authority, and schools shall consider each case at their own discretion.

#### **8. Leave Applications**

- Leave applications with valid evidence will be approved by the school on the GEMS Parent Portal (GEMS Connect) and will not be counted towards the students' 'unauthorised absence' record.
- All other reasons for leave would count towards the child's unauthorised leave allocation.
- Students who take uninformed leave for more than one month risk losing their seat through being 'Struck Off' the school's system.

- Parents who fail to co-operate with the school to ensure good attendance may have the school place withdrawn at the end of the academic year – As per Article 48 of the Bilo of Federal Law, concerning Private Education.

### 9. Lateness procedures

- A student is late if they arrive to registration after 7.45am (after the national anthem has played).
- If a student is late but the register is still open, the student will get a late mark
- If the student arrives after registration (later than 7.50am) then they must sign in at reception and receive a late mark they will be scanned or marked in at reception
- The lateness will be recorded and parents will be contacted as per the school lateness/punctuality flowchart in Appendix A. This is for both mornings drop off and afternoon collection.
- The school has a clear line of consequences for any student who is consistently late, with a final meeting being held with the Principal.
- The absence procedures and consequences of being consistently late are shared with all stakeholders at the start of the year as well as timely reminders throughout the year via various communications channels (e.g. Parent Handbook, newsletters and the school website)

### 10. Rewards

Students with 100% attendance and no lateness will be rewarded at the end of each term.

This will include:

- Certificates
- Mention in the school newsletter
- Mention in a school assembly
- A letter home

### 11. Attendance Concerns - Persistent Unauthorised Absences Escalation Route

1. Students with more than 20 days unauthorised absence Attendance Cause for Concern (5 or more unauthorised absences).

An email to parents making them aware of their child's current attendance percentage and advise them to follow the leave applications procedures.



2. Attendance Cause for Concern (10 or more unauthorised absences) without a significant improvement.

If there is not a significant improvement, a school leader to meet with the parents. School to issue a an **Attendance Concern Notification Letter**.



3. Attendance Cause for Concern (30 absences in total or 20 unauthorised absences) without a significant improvement.

If there is not a significant improvement, the respective Assistant Head of School will meet with parents to make them aware of the school's concern. School to issue an **Attendance Concern Notification Letter** (See Letter Template, Appendix A)



4. Attendance Cause for Concern (continued authorised or unauthorised absences) without a significant improvement.

- Head of School to meet with the parents and explain that the student has now been placed is on the Educational Risk register. The attendance concern will be reported to ADEK in with their Safeguarding, Educational Risk and Student Administrative Affairs Policies.

## Appendix A

### Appendix (27) To the Ministerial Resolution No. (851) of year 2018 on the Code of Behaviour of Students in General Education Institutions Form No. (27)

#### Notification and Undertaking of the guardian on the commitment of their son / daughter's school attendance

**Emirate:** Abu Dhabi  
**School Operations Department:** GEMS Founders School Masdar City  
**Council :** ADEK  
**Sector :** Private  
**School :** GEMS Founders School Masdar City

I, the guardian of the student, ....., Year ..... am aware that my child has had more than 10 unexcused absences and do hereby undertake that my child shall comply with the school and ADEK's Attendance Policies.

#### Authorised Absences (with supporting documents)

- Illness
- Death of a first- or second-degree relative
- Pre-scheduled medical appointments
- Official community tasks
- Mandatory appearance before an official body
- Essential urgent family travel (e.g., medical care, escort leave, family death)
- Attendance at conferences, competitions, or events (with Principal's permission)
- Work in the entertainment industry
- Observation of religious holidays not defined as UAE public holidays
- Examination leave (for board/pre-collegiate exams, ADEK-approved)
- Study leave (up to 4 weeks annually for board/pre-collegiate exams, ADEK-approved)
- Leave for medical/therapeutic reasons for students with additional learning needs
- Government-approved school closures (e.g., extreme weather)

It is important to note that ADEK rules state that if a student has unexcused absences for more than 15 consecutive days or 30 days in total for the academic year, this could impact their promotion to the next academic year.

Should there be no significant improvement, the school may need to review your child's re-enrolment status for the upcoming academic year and refer the case to ADEK for further action.

Number of Approved Absences	Number of Unapproved Absences	Total Number of Days Absent

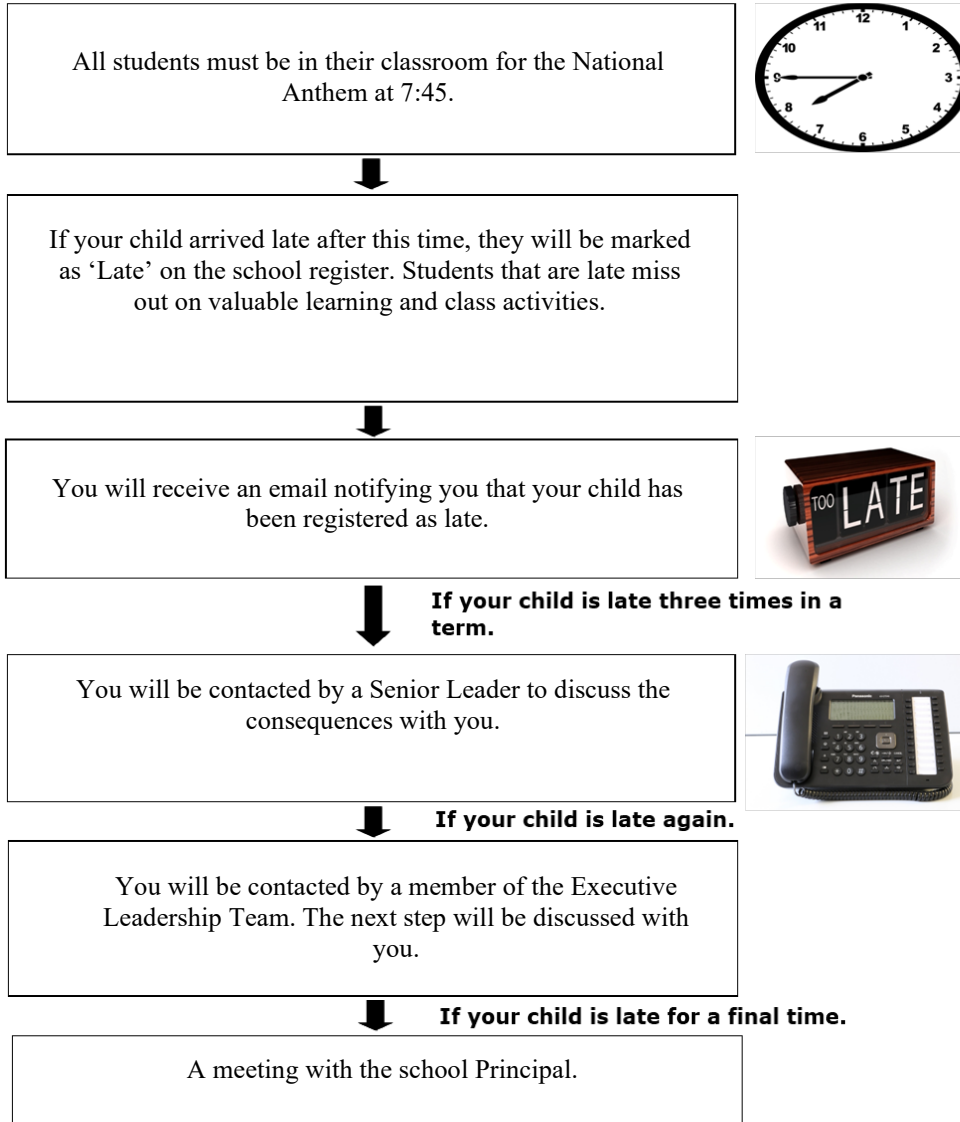
SLT Member Signature: \_\_\_\_\_

Date: \_\_\_\_\_

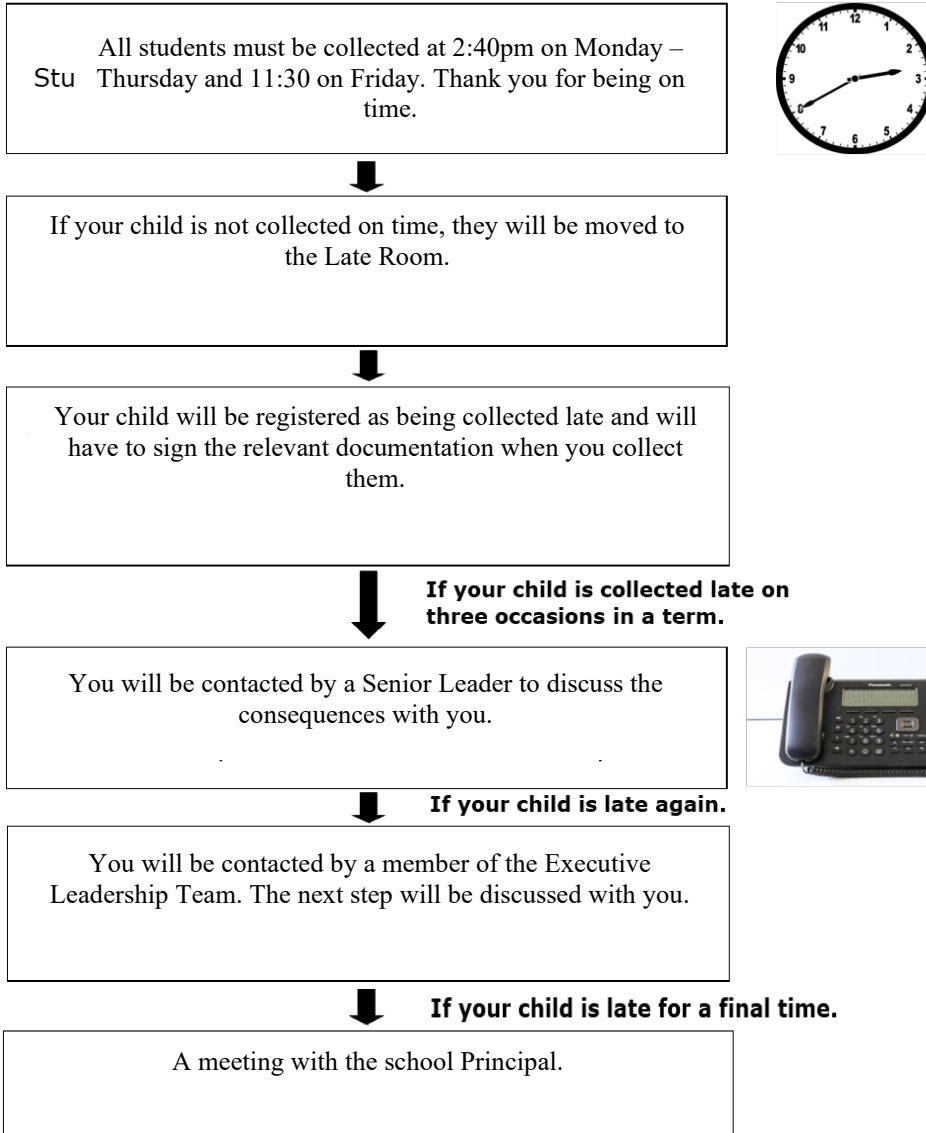
Parent Signature: \_\_\_\_\_

**Appendix B**

**Attendance and Punctuality procedure—Morning**



### Attendance and Punctuality procedure—Afternoon



*[Handwritten Signature]*

Signed .....  
Principal/CEO

Date 25/02/26

**Next policy review date:**  
24/02/27