



ARZANA PRIVATE SCHOOL - ATTENDANCE POLICY

ACADEMIC YEAR (2025 – 26)

ARZANA PRIVATE SCHOOL - ATTENDANCE POLICY

1. Purpose

This policy outlines Arzana Private School's expectations and procedures for student attendance and punctuality. It is aligned with the ADEK Student Administrative Affairs Policy and aims to:

- Promote regular attendance and punctuality for all students.
- Ensure accurate recording and monitoring of attendance.
- Identify and support students at risk due to frequent absences or lateness.
- Strengthen cooperation between parents and school to maintain compliance.

2. School Timings

Section	Days	Timings	Gate Closure & Reopening
KG Section	Monday–Thursday	7:20 am – 12:45 pm	Gates close at 7:25 am and remain closed until 12:30 pm
Grades 1–8	Monday–Thursday	7:20 am – 2:20 pm	Gates close at 7:25 am and remain closed until 2:00 pm
Friday (All Grades)	Friday	7:20 am – 11:00 am	Gates close at 7:25 am and remain closed until 10:45 am

Parents are requested to ensure that students arrive on time. Late arrivals disrupt learning and may be recorded as *lateness* unless a valid reason is provided.

3. Attendance Requirements (aligned with the ADEK Student Administrative Affairs Policy)

1. Attendance Recording:

- Teachers record attendance daily on the school system.
- Attendance data is monitored and reported to ADEK through eSIS.

2. Expected Attendance:

- Attendance is compulsory for all grades from Grade 1 upwards.
- Grades 1–12: Missing more than 5% of total school days (approx. 9 days) is a cause for concern.
- Kindergarten: Missing more than 10% of total school days (approx. 18 days) is a cause for concern

3. Authorized Absences:

The following absences may be authorized with supporting documents:

- Illness (parent note for up to 3 days; DOH certificate required from 4th day onwards).
- Death of a first- or second-degree relative.
- Medical or therapy appointments.
- Official community tasks or government events.
- Competitions, Olympiads, or school-approved events.
- Study/exam leave approved by ADEK.
- Observing religious holidays not declared public holidays.
- Government-declared weather or safety closures.

4. Unexcused Absences:

- Staying home without informing the school.
- Family vacations during school days.
- Non-emergency medical appointments.
- Staying home due to minor weather or personal reasons.

5. Parent Responsibility:

Parents must inform the school of any absence before 8:00 am and provide documents to avoid the absence being marked as unexcused.

6. Catch-Up Work:

Even if an absence is excused, students must complete all missed classwork, homework, or assessments.

4. Punctuality

1. Students must arrive before 7:20 am for morning assembly.
2. Late arrivals after 7:25 am will be marked as *late* and may not be permitted into class without approval from administration.
3. Frequent lateness (3 or more times per term) will lead to a parent meeting and follow-up in line with ADEK's Student Behavior Policy.
4. Students arriving after 7:25 am must report to reception/security for a late entry slip before proceeding to class.

5. Attendance Follow-Up and Intervention

1. The school will identify students with 5% (Grades 1–8) or 10% (KG) absence rates as *students of concern*.
2. Parents will be contacted for a meeting to discuss reasons and develop a support/intervention plan.
3. Cases of persistent unexcused absences may be referred to ADEK and handled under the Educational Risk Policy.
4. If absenteeism raises concerns of neglect or maltreatment, the case will be escalated under the ADEK Student Protection Policy.

6. Recognition of Good Attendance

The school values punctuality and attendance. Students with excellent or improved attendance records will receive certificates or recognition during assemblies and school events.

7. Communication and Review

- This policy will be communicated to all staff, students, and parents through orientation, ClassDojo, and the school website.
- The policy will be reviewed annually in line with ADEK updates.

Approved by: School Governing Board – Arzana Private School

Revision Date July 2025

Next Review July 2026