



مدرسة مايوور الخاصة ذ.م.م. Mayoor Private School L.L.C.



MAYOOR PVT. SCHOOL
ABU DHABI

Attendance Policy

A.S. Pagdiwalla





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Purpose

Mayoor Private School promotes the view that regular attendance is important to ensure the best possible learning outcomes for all students. The whole school community takes responsibility for attendance.

Aims

- To raise attendance
- To improve punctuality
- To raise the level of achievement
- To maximise opportunities both in school and in later life.

Guidelines

Parents and guardians are asked to contact the school office by 8:00AM via e-mail, or in person if their child needs to be absent from school. Planned absence should be notified in advance. Students are responsible for completing all assignments missed during their absence.

Authorised/Excused absences : A student's absence from the school will be considered excused only for the following reasons:

These include

- Illness of the student along with doctor's certificate
- Death of first or second degree relative
- Mandatory appearance before an official body.
- Essential urgent family travel for matters such as medical emergency

Unauthorised/Unexcused absences: If the student is absent from the school for more than half of the school day without the provision of a valid excuse, it will be considered as an unexcused absence.





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These include:

- Shopping trips
- Unnecessary travel during school days (home country or abroad)
- Other types of absences not included in the authorised absences list.
- If an absence is authorized, the student has the right to make up the work. 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.
- Students are considered to be truant if they are absent from School without their Parent's /Guardian's knowledge or consent, or if Parents/Guardians have colluded with the student so that they are absent without authorization. Truancy is an unauthorised absence, and the school must immediately inform the student's parents/guardians of incidents of truancy and shall hold discussions with them and the student and closely monitor the student's attendance.
- The school can expel a student in case there is an unexcused absence for 10 days continuously or 15 days non-continuously during the academic year. This is on the condition that the school has already sent three warning letters, such that a warning is sent every three days. Additionally, the expulsion order must be issued by school Principal and approved by ADEK, and the parent/guardian is informed.
- A parent is expected to take prior approval for planned absence from the school authority. Approvals can be taken from school authority (Principal/Vice Principal/Grade level supervisors) by sending an email stating the authorised reason with **valid supporting documents**. A leave will be considered as a excused absence only on receiving an approval from the school authority.
- School administration will excuse students for being late in the morning during days with adverse weather conditions (eg. heavy fog).





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- If a student is absent during the exams, the child will be marked absent with a zero in the respective subject.

Holidays

The school supports the view that every lesson counts and discourages parents from taking holidays during the term.

However, there may be some circumstances when this is unavoidable.

- Absence for one or two consecutive days, with a maximum of 5 days, in the academic year may be granted as excused absences.
- All leave requests must be made in writing to the office at least 2 weeks prior to the holiday being taken.
- Any leaves that has not been authorised by the office will be taken as an unexcused absence.
- No leave requests will be granted during the time when assessment tests are being carried out.
- Calendars informing parents of school holidays and events are available at the start of each academic year, after ADEK approval. This includes all the assessment dates.

School Procedures for Absences

If the school has not been notified about a child's absence, the office will contact the parent /guardian on the morning of his/her absence. If the parent notifies the school of the child's reason for absence, but the child continues to be absent for more than a week, then a further update call will be made to the parents.

- All students are expected to attend school on the reopening day after the vacation. Absence for more than a week renders the student's name being struck off the roll. Similarly no one is allowed to leave for vacation **earlier** than the closing date.





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- Management will write a formal letter to the parent/ guardian outlining ADEK rules and the school policy for attendance. Management may consider referring the case to ADEK.
- No leave of absence is granted on previous written application from parent or guardian except for serious reason. Student's leave of absence applications should be duly approved by the principal.
- Daily attendance is sent to ADEK through eSIS website.
- A series of unexcused absences will trigger a meeting with the Principal.
- Where children have persistent attendance problems the management will invite parents/ guardians into school to a formal meeting, which will be formally documented and held on record. For future course of action, the student's name may be struck off the roll.

Procedures

- Registers of all classes are kept and monitored by the office staff daily.
- A log is kept of all children who arrive late.
- A log is kept of excused and unexcused absences.

Programs to encourage attendance:

School will seek to achieve high student attendance through the following initiative:

- Providing clear and specific information and advice to parents about the benefits of high attendance and informing the school community of the rules and consequences of poor attendance.



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