



**To Lead Forever
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**مدرسة قادة المستقبل الدولية الخاصة - فرع ربدان
Future Leaders International Private School
Branch 1**

Future Leaders International School – Rabdan

Students Attendance Policy

سياسة حضور الطلبة

2024-2025



Attendance Policy

Introduction

At FLIS - Rabdan, we recognize the importance of regular attendance in supporting students' academic, social, and emotional development. This policy outlines our commitment to fostering punctuality, maintaining high attendance standards, and providing a supportive environment for all students to thrive.

1. Attendance and Absenteeism

Morning Attendance

- Students are expected to be committed to coming to school regularly, attending (182) days as required by Department of Education and Knowledge (ADEK).
- Students are required to arrive at the school by 7:30 am to participate in the morning assembly and flag salute. Those arriving after 7:50 am will be considered late and must enter through the main gate and will be required to register at the reception.
- Late arrivals due to unfavorable weather conditions, such as heavy fog days, or exceptional circumstances may be excused
- In case of tardiness, the first-degree violations procedures will be implemented. Students with repeated lateness (three or more incidents) will follow the ADEK Student Behavior Policy for appropriate actions

Daily Attendance

- Attendance is recorded daily by teachers and submitted to the school's Orison system and ADEK's eSIS.
- Whenever a student is absent, the school shall send a notification message to parents through the (eSIS) system and Orison
- If an absence is authorized, the student will be able to make up the work and tests that were missed. If an absence is unauthorized, the school will agree with the parents on the appropriate course of action pending completion of the investigation into the circumstances surrounding the absence.
- Students should submit a medical or a valid excuse approved by the administration. In case the documents are not submitted, the school is not responsible for any lessons the student missed due to his /her absence.
- Students with ALN are expected to adhere to the attendance requirements. However, the school accommodates absences for medical or therapeutic needs upon prior approval
- Students will receive a warning letter for every three (3) unauthorized absence or without a valid excuse. A letter of notification will be sent to parents for a formal clarification and accordingly a written pledge will be signed by the parent/guardian and guidance sessions will be given to the student.
- The school can expel a student from school in case the student has unexcused absence for 10 days consecutively, or 15 days non-consecutively during the academic year provided that:
 - School has sent three warning letters (i.e., a warning letter is sent every three days).
 - The School Principal issues the expulsion
 - The expulsion is approved by ADEK
 - Parents are informed



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2. Monitoring Absences

Authorized Absences: The school authorizes absences for the following reasons when documented:

- Illness.
- Death of a first- or second-degree relative.
- Medical appointment scheduled prior to the absence.
- Official community task.
- Mandatory appearance before an official body.
- Essential urgent family travel for matters such as medical care, escort leave, or a death in the family.
- Attendance of conferences, competitions, and events, with the permission of the Principal (e.g., Model United Nations, sports events, Olympiads).
- Work in the entertainment industry.
- Observation of religious holidays that are not defined as public holidays in the UAE.
- Leave for medical or therapeutic reasons for students with additional learning needs.
- Government-approved school closures due to extreme weather conditions

Unauthorized Absences: Absences not approved or unreported are considered unauthorized. Parents will be contacted within two hours of an unreported absence.

3. Attendance Compliance

- Attendance data is reviewed daily to identify students at educational risk. For Cycle 1 and above, an unauthorized absence rate above 5% of school days is a cause for concern. For KG students, a total absence rate exceeding 10% triggers a review.
- Parents of students with poor attendance will receive notifications and, if necessary, be involved in intervention plans to address attendance issues, following ADEK's guidelines.
- The school celebrates and recognizes excellent attendance to encourage a positive culture around attendance.
- Students with low attendance may be identified as "at educational risk." Intervention plans will be collaboratively developed with parents to support the student's attendance and learning.



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4. Early Release

1. Allowing students to leave early due to pressing/urgent reasons

- Students may be permitted to leave school early in case of urgent essential reasons, such as family emergencies. Parents /guardians must inform the Head of Section or administrative supervisor about the reason for the early dismissal request as soon as possible. If the reasons are deemed unsatisfactory by the section administration, the student will not be allowed to leave the school.
- The student may leave the school early if there is a pressing health condition or a family emergency. In such cases, the guardian/parent must personally come to the school to pick up the student. Alternatively, if the guardian cannot come in person and delegate someone else, the school reserves the right to verify the authorized person identify. One of the parents must contact the school to confirm the identity of the designated person authorized to receive the student.

5. Departing School at the end of the day

- Monday to Friday, the gates open for student departure at 2:40 pm and close at 3:00 pm.
- On Friday, the gates open at 11:40am and close at 12:00 noon. Parents arriving late after gate closure should use the main gate
- Bus students should use the assigned bus gates for arrival and departure.
- The school will directly contact the student's parents in case of student's absence during school celebrations and activities. In addition, the student's attendance and discipline will be closely monitored.