

P. O. Box 54  
Abu Dhabi  
Tel. : 4463646

مدرسة القديس يوسف  
**ST. JOSEPH'S SCHOOL**

ص.ب : ٥٤  
أبو ظبي  
تلفون : ٤٤٦٣٦٤٦

Date 06.08.2017



التاريخ

**St. Joseph's School, Abu Dhabi**

**Student Attendance Policy**

**PURPOSE:**

Good attendance is a foundation for academic achievement and it underpins all aspects of personal development. It establishes a responsible attitude towards the opportunities available in school and further education. St Joseph's is committed in providing a full and effective educational opportunity for all pupils. It is the policy of the school to celebrate success. Attendance is a critical factor to a productive and successful school career.

**POLICY:**

Our school actively promotes and encourages 100% attendance for all pupils. Our aim is to ensure that pupils arrive at school on time. We strive for attendance that is consistently outstanding for all groups of pupils. We will give a high priority to conveying to parents and pupils the importance of regular and punctual attendance.

**NOTE:** *In accordance with UAE law a pupil may be permanently excluded if he/she is absent from school for 20 consecutive days or 25 non-consecutive days within an academic year, without prior information and approval. In such cases, the school does reserve the right to exclude your child, ask them to repeat a year or withdraw the offer of a place for the following academic year.*

**School Attendance Procedures**

- Students will be in class every day and will arrive on time for class
- All students are expected to attend school on the re-opening day after the vacation. Absence for

45

*Sr. Carmen*

Sr. Carmen  
Principal



Code\_of\_Conduct\_Policy.docx



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more than a week renders the pupil's name being struck off the roll. Similarly, no one is allowed to leave for vacation earlier than the closing day.

- Parents/Guardians should seek to ensure that family vacations take place during scheduled School holidays.
- Late Student: A student who had come in after the assembly, needs to report at the school office – a remark is put in the student's handbook which must be presented to class teachers as proof of sign in.
- In case of absence for less than a week the student, on returning to school, must have the reason of absence entered and signed by the parent or guardian on the 'Leave Record' in the Handbook, without which the student will not be admitted to the class.
- Students who are late in the morning during days with adverse weather conditions will be excused.
- A student remaining absent on account of sickness and infectious diseases like chicken pox, diphtheria, measles, hepatitis, mumps, whooping cough etc. should be supported by the Medical Certificate issued by the Abu Dhabi Health Authority. Students can attend the school only after producing the medical certificate issued by the AHA certifying them as fit.
- No leave of absence is granted on previous written application from parent or guardian except for serious reasons. Student's leave of absence applications should be duly approved by the Principal.
- The following types of absences will be regarded as unauthorized:
  - a. Shopping trips
  - b. Unnecessary travel
  - c. Absences which are not included in the authorized absences list.
- While submitting leave notes and other letters please see the name of the child, class and divisions are mentioned.
- Parents/Guardians who plan to have their children miss several days of School are required to notify the School at least ten days before the anticipated absence, in order to allow teachers time to prepare the list of assignments that will be missed during the absence.
- The student or Parent/Guardian shall be responsible for contacting the School administration to learn of all assignments and tasks given to the student.

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- These assignments must be completed by the student and returned to the relevant teachers either before leaving or shortly after returning from the absence.
- Completion of all assignments missed during the period of absence is the responsibility of the student.
- For the safety of the child, the parent has to inform the school office before 8:00 am, if the child is absent.
- Daily attendance is sent to ADEC through eSIS website.
- Students cannot leave the school premises during the school hours without a written request from the parents and its approval by the Principal / Vice Principal.
- Absence from School without their Parents'/Guardians' knowledge or consent, or if Parents/Guardians have colluded with the student so that they are absent without authorization will be considered truancy.
- In the incident of truancy the student's Parents/Guardians will be informed immediately the school shall hold discussions with them on the appropriate course of action pending completion of the investigation into the circumstances surrounding the absence
- No half day leave will be granted to the students except in exceptional cases after the approval of the Principal.
- The School Principal reserves the right to expel a student in case there is an unexcused absence for ten continuous days, or fifteen days non-continuously during the academic year. Cases warranting such actions will be reported to ADEC after three warning letters, such that a warning is sent every three days has been issued to the parent/guardian of the student.

*Sr. Carmen*

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Principal

