



# Attendance Policy

UPDATED BY	LAST PUBLISH DATE	NEXT REVIEW
M Hayfron	September 2025	SEPT 2026

## Attendance Policy

GEMS Winchester School Abu Dhabi (WSA) believes that regular attendance and punctuality are essential to the progress, achievement, and wellbeing of all students. This policy outlines WSA's attendance expectations, procedures, and monitoring mechanisms in alignment with the ADEK Student Administrative Affairs Policy (Version 1.2, September 2025).

### Responsibilities

The Principal is responsible for implementing, monitoring, and reviewing this Attendance Policy in line with ADEK requirements and ensuring all staff are familiar with its content.

School staff are responsible for applying the policy daily, accurately recording attendance, and following up on absences in accordance with ADEK timelines.

Parents are responsible for supporting regular attendance, notifying the school of absences, and submitting required documentation in line with ADEK guidelines.

The Data Executive is responsible for uploading daily attendance to eSIS and ensuring timely reporting to ADEK.

### Defining Attendance and Punctuality

Attendance refers to the presence of a student during all scheduled school days and lessons. Punctuality refers to arriving on time for the start of the school day and all lessons. The school gates open at 7:25 a.m. and students are expected to be ready for the National Anthem at 7:40 a.m.

All unreported absences shall be followed up within two hours of the attendance register being closed, in line with ADEK requirements.

Students arriving after 7:45 a.m. must report to the main reception to be registered. Repeated lateness will result in communication with parents and potential disciplinary actions.

### Monitoring Attendance and Compliance

WSA will monitor attendance daily using eSIS. Staff will follow up on all unexplained absences, and ongoing poor attendance or punctuality will trigger interventions by pastoral teams. Students with absence rates above 5% (Cycles 1–2) or 10% (KG Cycle) of total school days will be identified as a cause for concern. These cases may be referred under the ADEK School Educational Risk Policy or Student Protection Policy where appropriate.

### Authorized and Unauthorized Absences

Absences will only be authorized when supported by official documentation. Authorized absences include:

- Illness (up to 3 days with a parent note; from the 4th day, a DoH-licensed physician's certificate is required).
- Death of a first- or second-degree relative.
- Pre-scheduled medical appointment.
- Official community task or mandatory appearance before an official body.

**GEMS Winchester School, Abu Dhabi**

**Madinat Zayed**

**+971 (02) 403 5499**

<http://gemswinchesterschool-abudhabi.com/>

**WSA .... Investing In YOU!**

- Urgent family travel for medical or compassionate reasons.
- Attendance at competitions, conferences, or events approved by the Principal.
- Observation of non-public religious holidays.
- Examination or study leave approved by ADEK (up to four weeks annually).
- Leave for medical or therapeutic reasons for students with additional learning needs.
- Government-approved closures (e.g., due to weather).

Parents must notify the school between 7:30–8:00 a.m. if their child will be absent or late. Absences not reported or unsupported by documentation will be marked as unauthorized.

### Absence Due to Illness

Parents must submit a daily written note for absences of up to three consecutive days. From the fourth consecutive day, a sick leave certificate from a DoH-licensed physician must be provided within 24 hours of the consultation. Up to 12 days of illness-related absence per academic year may be authorized without a medical certificate.

### Punctuality Procedures

The school recognizes the importance of punctuality as a sign of respect and responsibility. Students who arrive late must register at the reception and may be required to obtain a late pass. Repeated lateness will be addressed through parental meetings and, if necessary, disciplinary measures.

### Recognition and Rewards

WSA promotes excellent attendance and punctuality through regular communication, awards, and recognition. This includes weekly attendance trophies, termly certificates for excellent or improved attendance, and public acknowledgment during assemblies.

### Attendance Data and Reporting

Attendance will be reported daily to ADEK via eSIS. The following indicators are used to assess attendance levels:

- Outstanding: 98% and above
- Very Good: 96% - 97.9%
- Good: 94% - 95.9%
- Acceptable: 92% - 93.9%
- Unsatisfactory: Below 92%

Attendance data will be analyzed each term to identify trends, evaluate interventions, and set improvement targets in line with ADEK expectations.

### Intervention Mechanism for Students at Educational Risk

Students identified with low attendance may be classified as 'students at educational risk' in accordance with the ADEK School Educational Risk Policy. The school will work with parents and students to develop and monitor an attendance improvement plan.

**GEMS Winchester School, Abu Dhabi**

**Madinat Zayed**

**+971 (02) 403 5499**

<http://gemswinchesterschool-abudhabi.com/>

**WSA .... Investing In YOU!**