



BELVEDERE INTERNATIONAL SCHOOL

ATTENDANCE AND PUNCTUALITY POLICY

2024-2025

Review Date:	February 2025
Next Review Date:	February 2026

Principal	Mr. Ismat Daou		
Signature		Date:	Feb 2025
BIS Board of Governors	Dr. Salem Aldarmaki		
Signature		Date:	

NOTE: BIS sections within this policy contain English UK spellings however, sections taken directly from the source ADEK policy will contain English US spellings.

Belvedere International School (BIS) recognises that good attendance and consistency in punctuality is important to a student's educational success.

Definitions

The following definitions are taken from the ADEK Student Administrative Affairs Policy (2024)

Absence	The state of not being physically present in class/at school.
Absence rate	The proportion of unauthorized absences to school days as per the approved school calendar. If the student was admitted mid-year, the absence rate is calculated from their joining date.
Additional Learning Needs	Individual requirements for additional support, modifications, or accommodations within a school setting on a permanent or temporary basis in response to a specific context. This applies to any support required by students of determination and those who have special educational needs and/or additional barriers to learning, access, or interaction in that specific context (e.g., dyslexic, hearing or visually impaired, twice exceptional, or gifted and/or talented). For example, a student with restricted mobility may require lesson accommodations to participate in Physical Education and building accommodations to access facilities but may not require any accommodations in assessments. Equally, a student with hearing impairment may require adaptive and assistive technology to access content in class and may also require physical accommodations (e.g., sit in the front of the class to be able to lip read) to access learning.
Admission	The process by which students are accepted to a school, up to and including enrolment and registration.
Academic Year	The period of the year during which students attend school, as defined by ADEK.
Attendance	The state of being physically present in class or at school. The attendance rate is recorded as the proportion of whole school days attended relative to the total number of school days as per the approved school calendar.
Clinical Assessment Report	A report arising from assessment of a student, conducted by a clinical psychologist, education psychologist, speech and language pathologist, doctor, or other suitably qualified professional.

Cycle	A stage in the primary and secondary educational process and is classified in Abu Dhabi as the following: Kindergarten (KG), Cycle 1 (G1/Y2-G5/Y6), Cycle 2 (G6/Y7- G8/Y9), and Cycle 3 (G9/Y10-G12/Y13). Private schools teaching UAE Ministry of Education (MoE) curriculum may follow MoE cycles: KG, Cycle 1 (G1-G4), Cycle 2 (G5- G8), and Cycle 3 (G9-G12).
Documented Learning Plan (DLP)	A plan which outlines any personalized learning targets, modifications to curriculum, additional support, or tools for learning which are agreed by school staff, parents, and students (where appropriate), including Individual Educational Plans (IEP), Individual Support Plans (ISP), Individual Learning Plans (ILP), Behaviour Support Plans (BSP), Advanced Learning Plans (ALP), etc. This may be to address any specific identified academic, behavioural, language, or social and emotional need.
Examination Leave	A period of absence authorized by the school for students to attend external examinations.
Enrolment	The process by which a child is included on a school's official list of students.
Lateness	Arrival later than the specified time for class.
Grade Placement	The process of placing a student in a grade/year, normally in accordance with their age group.
Maltreatment	Physical, emotional, or sexual abuse. Maltreatment includes neglect, exploitation, and/or bullying.
Parent	The person legally liable for a child or entrusted with their care, defined as the custodian of the child as per the Federal Decree Law No. 3 of 2016 Concerning Child Rights.
Present	The state of being physically available in class/at school.
Promotion	The sequential movement of a student from one grade/year to the next at the end of an academic year.
Punctuality	Arrival on time for school/class.
Receiving School	The school to which a student transfers.
Registration	The process by which a child's information is uploaded on eSIS and the school's management system.
Retention	An exceptional circumstance whereby a student is held back in their current grade/year rather than being promoted with their peers.
Sending School	The school from which a student transfers.
Student Behavior	The way in which a student acts or conduct themselves, especially towards others.

Student Transfer	The process of a student permanently leaving one educational institution to attend another.
Study Leave	A period of absence that is authorized by the school for students to study for examinations.
UAE General Education Certificate (Shahabad Al-Thawasiya Al-Amma)	UAE's general secondary education lasts 3 years, covering grades 10, 11 and 12. It is comprised of a common year 1 and then pursued by a specialization in Science or Arts. Upon the completion of the 12th year, students are required to sit the examination in order to qualify for a general education certificate.

Responsibilities

The Principal will:

- Ensure attendance and punctuality requirements are clearly communicated to parents, students, and staff, including sending a copy of the policy to all parents/guardians at the beginning of the school year and posting it on the school website
- Ensure attendance and punctuality records are accurately maintained in accordance with ADEK requirements
- Develop procedures to encourage high levels of attendance and punctuality within a positive context
- Develop procedures for a tiered intervention model when attendance and/or punctuality become issues

The Senior Leader responsible for attendance and punctuality will:

- Induct staff on attendance and punctuality procedures at the start of the school year and every term
- Monitor attendance and punctuality data alongside the admissions team
- Follow up with teachers regarding individual cases of positive or negative attendance and/or behaviour
- Meet with parents as per policy to address attendance and/or punctuality issues
- Monitor students whose absence and/or punctuality rate exceeds permissible limits and submit accurate reports to ADEK
- Provide workshops for students and parents on attendance and punctuality
- Provide updates to the admissions team and social workers on new regulations and requirements

Admissions Team will:

- Record attendance and punctuality in line with policy timings on eSIS
- Refer cases of frequent absences or concerns to the social worker
- Provide eSIS attendance and punctuality data reports to the senior leaders

Social Worker will:

- Contact the parents of students with frequent absences or lateness
- Take appropriate actions with all repeated absences and lateness

Teachers will:

- Maintain accurate daily records of attendance and punctuality
- Record reasons for absences and lateness
- Create an inclusive, engaging learning environment to motivate student attendance

Parents will:

- Ensure students attend school daily unless due to illness or authorised absence
- Emphasise the importance of attendance and punctuality to their children
- Schedule family vacations during school holidays
- Notify the school of absences via the parent portal on Engage, phone, email, or in person
- Ensure timely arrival for school bus transportation

Attendance Procedures

The school day begins at 7.40am Monday to Friday to ensure students are in class or at assembly for the National Anthem which is played at 7.45am.

- **7:15 AM:** Student supervision begins in the reception area (monitored by security)
- **7:30 AM:** Teachers on duty in classrooms or on duty at designated supervision areas around the school
- **7:45 AM:** National Anthem and late student registration
- **8:00 AM:** Teachers complete attendance records on Engage

Late students arriving after 7:45 AM must obtain a late slip from reception. Absences will be followed-up by calls/SMS/emails within two hours. Medical certificates must be submitted to the admissions team and shared with the school nurse. The nurse will follow up on any medical related absence or any emergency treatment / hospitalization with the parent on the same day.

Attendance monitoring

Three consecutive day's absence for students with regular absence trends (e.g. Friday mornings) will be followed up by a meeting with parents and appropriate disciplinary staging.

In cases of persistent absence, a review by the Behaviour Committee will determine the appropriate action to be taken in line with the policy and will agree with the Parents/Guardians the course of action, pending completion of the investigation into the circumstances surrounding the absence.

Authorised absence

The section below is taken from the ADEK Student Administrative Affairs Policy (2024)

Schools shall authorize the following types of absences, provided they are supported by a signed letter from parents or official documents from appropriate authorities:

- 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
- Examination leave (for board and pre-collegiate examinations only, when approved by ADEK)
- Study leave (up to 4 weeks annually for board and pre-collegiate examinations only, when approved by ADEK)
- Schools shall remain open for learning during study leave and shall ensure that adequate support is provided to students who are not taking leave
- Leave for medical or therapeutic reasons for students with additional learning needs
- Government-approved school closures due to extreme weather conditions
- Where an absence is authorised, schools shall inform the student of work to be caught up and shall allow the student to complete any assignments or tests that they have missed

If a child has an authorised absence the parents should be notified, by the school, of any work to be caught up on and the school should make arrangements for the student to complete any missed assignments or assessments.

Students are considered to be truant if they are absent from school without their Parents'/Guardians' knowledge or consent, or if Parents/Guardians have colluded with the student so that they are absent without authorisation.

Long term absence e.g. due to hospitalization or recovery from surgery:

As per ADEK guidelines parents should inform, when possible, the social worker responsible for attendance, ten (10) days prior to the absence. This is to enable the social worker to work with teachers to prepare a list of tasks/activities which the student will miss during the absence.

Bus absences

The reception team will complete a bus absence form and inform the school bus coordinator of the necessary arrangements.

Punctuality Procedures:

- Three late marks lead to a discussion with parents, followed by an intervention plan
- Repeated lateness escalates to formal meetings with parents and either the phase leaders, Vice Principal, or Principal

It is noted that *ADEK states:*

"School administration will excuse students for being late in the morning during days with adverse weather conditions (e.g. heavy fog)." Or if there are exceptional circumstances e.g. accidents.

The school will implement a school wide motivation programme, through the tracking and monitoring of attendance and punctuality. Students with 100% attendance and punctuality will be celebrated monthly.

BIS uses a tiered intervention approach for students who are repeatedly late.

Tier 1 - Three lates will lead to a discussion between the class / form teacher, parents and students. An intervention plan will be provided, which identifies any risks involved, in line with *ADEK Student Behaviour Policy 2024*.

Tier 2 - Two additional lates will lead to a formally recorded meeting between the phase leader, social worker, parents and students. A new intervention plan will be provided, which identifies any risks involved, in line with *ADEK Student Behaviour Policy 2024*.

Tier 3 - An additional late will necessitate a meeting between the vice principal/member of SLT, the social worker, the student and their parents. This will lead to a verbal warning and an updated intervention plan, which identifies any risks involved, in line with *ADEK Student Behaviour Policy 2024*.

Persistent lateness will lead to a meeting with the principal and the social worker. A second verbal warning and an intervention plan will be provided, which identifies any risks involved, in line with *ADEK Student Behaviour Policy 2024*.

Expulsion due to persistent absence

- Ten (10) consecutive or fifteen (15) non-consecutive unauthorized absences may result in expulsion
- Three warning letters (sent three days apart) and parental involvement are required prior to ADEK approval
- An expulsion may only be issued by the Principal upon approval by ADEK

Below is the tiered approach based on recommendations in the *ADEK Student Behaviour Policy 2024*.

Figure 1. Staging of Disciplinary Procedures

Level of Misconduct	Occurrence			
	First Time	Second Time	Third Time	More than Three Times
Level 1	Verbal Warning Discuss the expected change in attendance and / or punctuality with the student.	Written Warning Notify the parent in writing about the student's attendance and / or punctuality concerns.	Written Warning Notify the parent in writing and hold meeting(s) with them to agree on a reasonable joint home-and-school strategy. The parent is required to sign an undertaking to support the agreed strategy.	Written Warning Notify the parent in writing and summon the parent together with the Behavioural Management Committee to agree on how to implement a set of strategies aiming at improving attendance and / or punctuality.

Level 2	Written Warning Instruct the student to sign an undertaking to improve their attendance and / or punctuality. Summon the parent, who is required to sign an agreement to support their child in improving their attendance and / or punctuality	Onsite Suspension Temporarily suspend the student up to 2 days and assign the student supervised study assignments inside the school with a notification to the parent. Notify both the student and the parent of a second written warning. Notify the Behavioural Management Committee to agree to a set of strategies to improve the student's attendance and / or punctuality The parent is required to sign an undertaking to support the agreed strategy.	Onsite Suspension Temporarily suspend the student up to 3 days and assign the student supervised study assignments inside the school. Issue a final warning in writing to the student and the parent. Notify the Behavioural Management Committee to agree to a final set of actions for improving the student's attendance and / or punctuality The parent is required to sign an undertaking to support the agreed strategy.	Expulsion Immediately suspend the student offsite until the end of the investigation, with a notification to the parent. The Behavioural Management Committee shall evaluate the evidence and agree on a set of final disciplinary actions which may include expulsion. After following the prior steps, if the student continues to repeat the offense, the school is permitted to apply to ADEK to expel the student. In making an application to ADEK, the school shall include evidence that all the prior stages have been followed, including proof of having provided sufficient support and counselling as per their attendance and / or punctuality strategy.
Level 3	Onsite Suspension Immediately suspend the student inside the school. The Behavioural Management Committee shall evaluate the evidence and determine disciplinary actions. The school shall summon the parent immediately to inform of the disciplinary action and the requirement to sign an	Offsite Suspension Immediately suspend the student offsite until the end of the investigation with a notification to the parent. The Behavioural Management Committee shall evaluate the evidence and agree on a set of final disciplinary actions. Provide the student and the parent with a final written warning. Summon the student and the parent to the school to present the Committee's decision.	Expulsion Immediately suspend the student offsite until the end of the investigation with a notification to the parent. The Behavioural Management Committee shall evaluate the evidence and agree on a set of final disciplinary actions which may include expulsion. After following the prior steps, if the student continues to repeat the offense, the school is permitted to apply to ADEK to expel the student. In making an application to ADEK, the school shall include evidence that all the prior stages have been followed, including proof of having provided sufficient counselling as per their attendance and / or punctuality strategy. The Behavioural Management Committee shall evaluate the evidence and agree on a set of final disciplinary actions which may include expulsion. After following the prior steps, if the student continues to repeat the offense, the school is permitted to apply to ADEK to expel the student. In	

	undertaking to support the agreed strategy		making an application to ADEK, the school shall include evidence that all the prior stages have been followed, including proof of having provided sufficient support and counselling as per their attendance and / or punctuality strategy.
Level 4	Offsite Suspension Immediately suspend the student offsite until the end of the investigation with a notification to the parent. The Behavioural Management Committee shall evaluate the evidence and agree on a set of disciplinary actions and a corrective plan	Expulsion Immediately suspend the student offsite until the end of the investigation with a notification to the parent. The Behavioural Management Committee shall evaluate the evidence and agree on a set of final disciplinary actions which may include expulsion. After following the prior steps, if the student continues to repeat the offense, the school is permitted to apply to ADEK to expel the student. In making an application to ADEK, the school shall include evidence that all the prior stages have been followed, including proof of having provided sufficient counselling as per their attendance and / or punctuality strategy.	