



Educational Risk Policy: Attendance & Absences

Educational Risk Policy Concerning Attendance and Absences

(Aligned with SIS Policies & ADEK Educational Risk and Student Administrative Affairs Requirements)

1. Purpose

The purpose of this policy is to:

1. **Ensure student attendance and punctuality** so that all students receive the full educational benefit of Summit International Schools' American curriculum.
2. **Identify students at educational risk early**, particularly due to chronic absence or lateness, in line with the **ADEK Educational Risk Policy**.
3. **Establish procedures to monitor, intervene, and support** students whose attendance patterns may impact continuity, promotion, well-being, or academic progress.
4. **Comply with ADEK expectations** regarding attendance, absence management, and follow-up actions in accordance with the **Student Administrative Affairs Policy** (September 2024).

2. Definitions

Attendance

The total number of days a student is physically present at SIS as per the school calendar. Attendance includes punctual arrival to school and participation in all scheduled classes.

Absence

Any day a student is not present at school. Absence rates above:

- **5% (9 days)** for Grades 1–12 is a *cause for concern*
- **10%** for KG students is a *cause for concern*
(per ADEK Student Administrative Affairs Policy)



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Authorized Absence

Absences supported by a parent letter or official documentation (e.g., illness, medical appointment, death of a relative, official duties, competitions, exam leave, religious holidays).

Unauthorized Absence

Absences not supported by documentation, including family vacations during school days, staying home without notifying SIS, and non-emergency appointments.

Educational Risk

A decreased probability of continuity, promotion, graduation, or progression due to factors such as habitual absenteeism, disruptive behavior, health issues, or low achievement.

Chronic absence is a primary risk factor.

3. Attendance Expectations at SIS

1. **Students must attend every school day** as per the SIS calendar.
2. **Students must arrive on time**, attend morning assembly, and arrive to each class punctually.
3. **Teachers record attendance for every lesson** and report it centrally.
4. **Parents/Guardians must ensure regular attendance** and avoid travel during school days.
5. **Daily attendance data is uploaded to eSIS**, as mandated by ADEK.

4. Monitoring Attendance and Absences

4.1 Recording System (Toddle → eSIS)

Teachers input the following codes:

- **P** – Present
- **L** – Late (up to 10 minutes)
- **AA** – Authorized Absence
- **UA** – Unauthorized Absence



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Supervisors upload medical notes and ensure synchronization with eSIS daily.

4.2 Daily Absence Follow-Up

- Supervisors run a daily report within the first hour of school.
- Parents receive SMS/email notifications for absences.

ADEK requires schools to follow up on *unreported absences within 2 hours* of register closure.

4.3 Early Pick-Ups

Only permitted for emergencies (illness, death of 1st/2nd degree relative, official task, mandatory appearance, urgent medical travel).

Non-emergency requests require meeting with the VP and signing an undertaking.

4.4 Absence Documentation

- Parent note required for up to **3 sick days**.
- DoH sick leave certificate required from the **4th sick day onward**.
- A maximum of **12 authorized medical days** without a certificate.

5. Thresholds for Concern & Educational Risk Identification

5.1 ADEK Attendance Risk Thresholds

A student is considered *cause for concern* when absence rates exceed:

Grade Level	Absence Threshold	ADEK Source
KG	>10% of calendar days	
Grades 1–12	>5% of calendar days (9 days)	

Once a student crosses the threshold, SIS must determine whether the student is **at educational risk** under the ADEK Educational Risk Policy.



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5.2 SIS-Specific Internal Thresholds

Based on SIS Absence Policy:

- **More than 5%** → Concerning
- **10 days continuous or 15 days non-continuous unauthorized absences** may result in expulsion procedures (following ADEK approval).

5.3 Lateness and Early Pick-Up Accumulation

- Every **5 missed periods** due to late arrival/early pick-up = **1 full-day absence**.

6. Students at Educational Risk Due to Attendance

In line with the **ADEK Educational Risk Policy**, attendance is a major factor in identifying students at educational risk.

A student may be identified as at risk if:

- Absence thresholds are exceeded
- Lateness or early pick-ups become habitual
- Absence patterns impact academic performance, well-being, or promotion prospects

Once identified:

6.1 Tiered Intervention Model

SIS adopts the Mandatory ADEK Tiered Model:

- **Tier 1 – Universal Support:** teacher monitoring, parent communication, classroom support
- **Tier 2 – Targeted Support:** small-group intervention, attendance contract, counselor involvement
- **Tier 3 – Intensive Support:** individualized plan (DLP/ISP/BSP), external specialists, senior leadership involvement



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6.2 Intervention Team Composition

As recommended by ADEK:

- Senior Leader
- Social Worker/Counselor
- Head of Inclusion
- Behavior/Wellbeing Lead
- Parent Liaison
- Data Manager

6.3 Parent Involvement

Parents must be engaged at each stage and informed regularly of progress and concerns.

7. Authorized vs Unauthorized Absences

7.1 Authorized Absences Include:

(From SIS Attendance & Absence Policies and ADEK expectations)

- Illness
- Death of family member
- Pre-scheduled medical appointments
- Official community or government tasks
- Mandatory appearance before authorities
- Competitions/events
- Approved exam leave or study leave
- Religious holidays
- Severe weather
- Government-mandated closures
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7.2 Unauthorized Absences Include:

- Family vacations during school days
- Staying home without valid justification
- Non-emergency appointments
- Weather-related absences without severe conditions



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8. Promotion, Continuity, and Attendance

Chronic absenteeism may impact:

- **Promotion (progression to next grade)**
- **Eligibility for graduation (Cycle 3)**
- **Continuity and retention decisions**

Students who fail to meet curriculum expectations *due to absence* may enter Tier 2 or Tier 3 risk interventions under the Educational Risk Policy.

Retention is limited and must be ADEK-approved.

9. Rewards and Recognition

SIS recognizes:

- **Excellent attendance**
- **Improved attendance**
- **Commitment to punctuality**

Positive reinforcement is an essential protective factor per ADEK guidance.

10. Data Management & Confidentiality

- All attendance records are maintained digitally.
 - Daily reporting to eSIS is required.
 - Educational Risk identification data is confidential and must be shared only on a need-to-know basis.
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11. Compliance and Legal Accountability

This policy ensures SIS meets all requirements outlined by:

- **ADEK Educational Risk Policy (2024/25)**
- **ADEK Student Administrative Affairs Policy (2024/25)**



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Failure to comply may subject the school to penalties under ADEK regulations and UAE law.
and

THE SUMMIT INTERNATIONAL SCHOOLS (SIS)

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SIGNATURES

Head of Pastoral: _____

Attendance/Social Worker: _____

Principal: _____
