



مدرسة الشروق الدولية  
SUNRISE INTERNATIONAL SCHOOL  
Abu Dhabi, UAE

## Attendance Policy

<b>Purpose of Policy</b>	To promote a culture of responsibility, discipline, and commitment to learning by ensuring that all students at SISAD attend school regularly and punctually.
<b>Approval for this policy given by</b>	Principal
<b>Responsibility for its update</b>	Principal
<b>Policy applies to</b>	All parents & students of Sunrise International School
<b>Introduced on</b>	April 2025
<b>Compliance From</b>	AY 2025/26
<b>1<sup>st</sup> Review Date</b>	November 2025
<b>Next Review Date</b>	April 2026
<b>Principal's Signature</b>	

**School Seal**



At SISAD, we are dedicated to continuously enhancing student achievement by providing transformative and engaging learning experiences. Regular attendance and punctuality play a vital role in ensuring that students fully benefit from these opportunities and achieve their highest potential.

The Department of Education and Knowledge (ADEK) highlights that consistent attendance and punctuality are key factors contributing to academic success. Research indicates that frequent absences and late arrivals can significantly hinder a child's academic progress and overall development.

### Importance of Punctuality & Attendance in SISAD

Punctuality provides children with a strong foundation for success in their academic and professional lives.

## “Why Every Day at School Counts” Attendance Rules & What Parents Need to Know.

Student Administrative Affairs Policy in full effect this AY 2025/26

### 01 The 5% & 10% Absenteeism Rule

*Applies on combined excused & unexcused absences*



#### Kindergarten

▶ If a student misses more than **10% (18 days)**, it is flagged

#### Grades 1-12

▶ If a student misses more than **5% (9 days)**, it is a concern

### Types of Absences

#### Authorized Absences

I. The school recognizes the following as **authorized absences**, provided they are supported by **a signed letter/email from parents or official documents from the relevant authorities**. However, please note that **even authorized absences impact the attendance percentage**.

##### 1) Illness

- a) Parents shall submit a parent-written sick note (daily) if their child is absent for up to 3 consecutive days, or the absence will be recorded as an unauthorized absence.
- b) Parents shall submit a sick leave certificate from a DOH-licensed physician on the fourth consecutive day (including weekends), or the absence will be recorded as an unauthorized absence. Sick leave certificates shall be submitted within 24 hours of the medical consultation.
- c) SISAD will authorize a maximum of 12 annual school days of student absence due to medical reasons without requiring a sick leave certificate from a DoH-licensed physician.
- d) For students with chronic medical conditions who may require more than 12 school days of student absence, parents shall submit medical reports from a DoH-licensed

physician or a relevant health authority. SISAD will review and address each case based on individual circumstances and professional discretion.

- 2) Death of a first- or second-degree relative
  - 3) Medical appointment scheduled prior to the absence
  - 4) Official community task
  - 5) Mandatory appearance before an official body
  - 6) Essential urgent family travel for matters such as medical care, escort leave, or a death in the family
  - 7) Attendance of conferences, competitions, and events, with the permission of the Principal (e.g., Model United Nations, sports events, Olympiads)
  - 8) Work in the entertainment industry
  - 9) Observation of religious holidays that are not defined as public holidays in the UAE
  - 10) Examination leave (for board and pre-collegiate examinations only, when approved by ADEK)
  - 11) Study leave (up to 4 weeks annually for board examinations only, when approved by ADEK)
    - a) Schools shall remain open for learning during study leave and shall ensure that adequate support is provided to students who are not taking leave.
  - 12) Leave for medical or therapeutic reasons for students with additional learning needs
  - 13) Government-approved school closures due to extreme weather conditions
- II. Where an absence is authorized, 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.

Requests for all authorized absences must be accompanied by valid documentation and submitted via email to the Class Teacher with CC to the respective Section Head.

### **Unexcused Absences**

Absences that do not meet the criteria above are classified as unexcused absences.

### **Parental Responsibility & Reporting Absences**

- To ensure proper attendance tracking, parents must:  
Inform the class teacher of their child's absence via email, clearly stating the reason, before 7:30 AM on the day of absence or the day prior.
- Provide valid documentation (e.g., a medical certificate) to support the absence.

**Important:** If a student's absence is not reported by the specified time or if documentation is missing, the absence will be recorded as "Unexcused". **No reminders will be sent regarding missing notifications.**