

GIIS-AD-Policy-26-27-012

## **STUDENT ATTENDANCE POLICY**

Last Review	April 2026
Revised on	11 April 2026
Reviewed by	Principal, Vice Principal , SLT and Inclusion Head
Next Review	April 2027

### **SCOPE/INTENT**

This policy shall cover all the students of the school. The policy aims to provide broad guidelines for the uninterrupted attendance of the students at the school.

### **RESPONSIBILITY & AUTHORITY**

The teacher shall be responsible for marking the attendance of the student's daily. KG, Primary and Secondary Supervisors shall be responsible for monitoring the attendance of students in their respective levels. KG, Primary and Secondary Supervisors shall be responsible for maintaining late arrival data of students.

Principal shall be reviewing the attendance of the students once every month.

### **APPLICATION**

This policy is applicable to all students studying in this school.

### **POLICY**

The school believes that regular and punctual attendance of the students at the school will result in greater benefit to the students. The school encourages all its students to be regular and punctual for their daily classes and shall appreciate the students with maximum attendance.

All students shall be governed by following policy guidelines with regard to attendance:

- Students are expected to attend School on every school day as specified in the School calendar.

- Students shall arrive at School punctually every day, attend morning assembly, and attend classes on time.
- Parents / Guardians will make every effort to ensure that their children attend School every school day and arrive on time.
- If students need to be absent from School for a particular day, Parents/Guardians must inform the School accordingly
- When a student returns to School following an absence, Parents/Guardians must send a signed note or an email on the school intranet to the School indicating the reason for the student's absence. Students must get approval from Principal in writing for leave of absence exceeding 3 days consecutively.
- Students are responsible for completing all assignments missed during their absence Parents/Guardians should seek to ensure that family vacations take place during scheduled School holidays.
- Each student should achieve minimum 95% attendance in an academic year (excluding medical leave which shall be supported with a HAAD approved medical certificate).
- A student who remains absent for more than 20 days (consecutive) or for more than 25 days (non-consecutive) in an academic year without prior approval by Principal cannot be promoted to the next grade.



**Dilip Kumar**  
**Principal**  
**Global Indian International School, Abu Dhabi.**

