ليـــوا للتعليم
Liwa Education

مدرســـة لـــيـــوا الـــدولـــيـــة
Liwa International School
الـقـطـارة Al Qattara

2026-2027

Attendance Policy

Policy Document

AY 26/27

August 2026

Effective Date: Aug 2026
Review Date: Yearly

School Philosophy

At Liwa Education, we believe that regular attendance and punctuality are foundational to student success. Every day in school contributes significantly to each child's academic, social, and emotional growth. When students attend school consistently, they develop discipline, commitment, and resilience—qualities essential for lifelong learning and success. Parents play a crucial role in ensuring their children arrive at school on time and maintain regular attendance. As partners in the educational journey, we ask parents to reinforce the importance of school attendance and punctuality, recognizing that regular school attendance benefits their child academically and socially. Liwa Education is committed to supporting ADEK's standards and implementing an environment that encourages attendance, prevents educational risks, and promotes safeguarding.

Aims

- To foster a welcoming, inclusive environment where students feel motivated to attend regularly.
- To emphasize the critical role that regular attendance plays in academic success and overall student well-being.
- To align with ADEK's policy and procedures related to attendance, the Safeguarding Policy, Educational Risk Policy, Student Protection Policy, and Behavior Policy.
- To ensure clear communication with parents and guardians, making them aware of their responsibilities regarding attendance and punctuality.
- To implement consistent procedures for attendance monitoring and follow-up, adhering to ADEK's standards.
- To identify and support students at educational risk due to attendance issues and provide interventions as needed.

Definitions

Attendance: Defined as the student's physical presence in 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 calendar.

Punctuality: Defined as arriving on time for class. Late arrivals report to Admin for a late note. After three occurrences of lateness, the student may face follow-up actions under ADEK's Student Behavior Policy.

Authorized Absences

Valid reasons for absence are recognized, including illness, bereavement, religious holidays, family emergencies, or official engagements, provided documentation is submitted.

Unauthorized Absences

Absences without valid reasons (e.g., family holidays) are considered unauthorized. ADEK requires intervention when unauthorized absences exceed 5% (Grades 1+) or 10% (KG) of total school days, as per the Educational Risk Policy.

Roles and Responsibilities

Principal and Vice Principal

- The Principal ensures that the school's attendance policy aligns with ADEK guidelines and emphasizes attendance as a priority within the school.
- The Vice Principal assists in monitoring and evaluating attendance records, identifying trends, and overseeing follow-up actions for attendance and punctuality issues.
- Both the Principal and Vice Principal are responsible for implementing procedures that address chronic absences, coordinating with parents and ADEK to ensure compliance with attendance policies.

- Ensure the attendance data is uploaded daily to ADEK via eSIS and manage interventions for students identified as educationally at risk due to attendance concerns.

Social Worker

- Monitors daily attendance records and serves as the primary contact for verifying absences with parents, promptly following up on any unreported absences.
- Engages with families to discuss attendance issues, providing support and resources where necessary.
- Collaborates with the Vice Principal and supervisors to identify students at educational risk and implements intervention plans in coordination with parents.
- Facilitates communication between the school and ADEK regarding attendance and works closely with the pastoral team to support student attendance and punctuality.

Supervisors

- Supervisors support the implementation of attendance and punctuality protocols within their respective areas or grade levels.
- Assist in monitoring and reviewing attendance data, addressing issues within their teams, and ensuring that teachers understand their responsibilities in maintaining accurate attendance records.
- Work closely with teachers to monitor individual student attendance, particularly where patterns of lateness or absences are identified, and coordinate with the social worker on follow-up actions.
- Provide feedback to the Vice Principal on attendance trends and collaborate on strategies for improving attendance in their areas.

Teachers

- Record attendance daily within the first 10 minutes of each class, ensuring accuracy and prompt reporting of absences.
- Monitor student punctuality and set a positive example for students by demonstrating punctuality and consistency.
- Communicate the importance of attendance and punctuality to students, reinforcing its impact on their academic success and well-being.
- Identify any concerning attendance patterns early and notify the supervisor and social worker for appropriate follow-up actions.

Parents

- Ensure their child's regular attendance and punctuality by instilling the importance of arriving on time and attending school consistently.
- Notify the school promptly of any absence, providing valid documentation when necessary to support the reason for the absence.
- Engage with the school's attendance expectations and collaborate with school staff if attendance issues arise, following any recommended intervention plans.
- Support their child's understanding of the importance of attendance and punctuality as part of their personal responsibility.

Students

- Arrive at school on time, attend all classes regularly, and understand that attendance is part of their commitment to learning and growth.
- Take responsibility for their own attendance and punctuality, recognizing its role in their academic success and contribution to the school community.
- Engage actively in classroom activities, understanding that each school day offers valuable learning opportunities that contribute to their future success.

Attendance Monitoring and Punctuality Procedures

Attendance Recording

Teachers are required to record attendance within the first 10 minutes of the school day. Students who are not present by this time are marked as absent.

- Unreported Absences: The Supervisor follows up on unreported absences by contacting parents via phone within the first two hours of school. If no response is received, a follow-up email is sent to ensure the absence is documented.
- Late Arrivals: Students arriving after the first 10 minutes of the school day are marked as late. Late students must sign in at reception, where they receive a late slip to present to their teacher upon arrival in class. If a student arrives after 10am, without an authorized reason, then this will be counted as an absence.
- In accordance with ADEK's policy, the school has implemented a system within the PowerSchool Parent Portal to record and notify parents of the arrival and departure of unaccompanied Cycle 3 students. This system ensures transparency and provides real-time updates to parents on their child's attendance status.

Additional Learning Needs and Attendance Accommodations

Students with additional learning needs are required to adhere to the attendance policy. However, the school is authorized to accommodate requests for leave related to medical or therapeutic needs. In such cases, parents must provide documentation from relevant medical or therapeutic professionals to support the request. These accommodations ensure that students' health and well-being are prioritized while maintaining the importance of regular attendance.

Safeguarding Procedures for Children Under Guardian or Custodial Arrangements

For students under the guardianship of one parent or where one parent has legal custody, the school requires that the guardian or custodial parent informs the administration and provides official documentation, such as court orders or custody papers, to verify their status.

- The guardian or custodial parent must provide a list of trusted adults authorized to pick up the child, along with copies of their Emirates IDs.
- The designated staff member on duty maintains a daily log of who picks up the child, confirming the identity of the individual against the authorized list and Emirates ID before releasing the student.
- These procedures are part of the school's safeguarding policy to ensure student safety and adhere to legal custodial arrangements.

Parent Pick-Up Procedures

At Liwa Education, student safety and security are our top priorities, particularly during parent pick-up times. We have established clear procedures to ensure that each student is safely released to an authorized individual, as designated by their parents or guardians. The following steps outline our pick-up process, which is designed to provide a secure and efficient experience for students, parents, and staff.

1. **Authorized Pick-Up List**
   Each parent or guardian is required to provide the school with a list of trusted adults authorized to pick up their child. Only those listed will be allowed to pick up the child unless the parent provides prior written permission.
2. **Designated Pick-Up Points**
   Students are required to be picked up from their designated pick-up points at the end of the school day. If a student is not collected by 3:00 pm, they

will be brought to the designated collection point, such as the reception area, where a staff member will make a note of the delayed pick-up.

3. **Addressing Persistent Tardiness in Pick-Ups**
   Should a parent's tardiness in picking up their child persist, the Supervisor will communicate with the parent to remind them of the school's pick-up expectations. If no improvement is observed, the matter will be escalated to ensure timely resolution.

4. **Early Pick-Up Notifications**
   If a parent or authorized individual needs to pick up a student before the regular dismissal time, they are asked to notify the school in advance. This allows the school to prepare the student for early release and ensures minimal disruption to the student's learning.

5. **Communication with Parents**
   The school regularly communicates these procedures to parents through newsletters, digital platforms, and parent meetings to ensure that everyone is informed and understands the importance of following these protocols for student safety.

Daily Reporting

Attendance data is submitted to ADEK through the eSIS system daily after 10:00 am to ensure compliance and transparency. All absences, lateness, and early departures are recorded in both PowerSchool and eSIS daily.

Recognition of Excellent Attendance

The school values and recognizes outstanding attendance rates, specifically 98% and above. Students achieving this rate will be celebrated through award assemblies, certificates, and class-wide attendance competitions. Attendance records are shared with parents at the end of each term through the termly reports, highlighting their child's commitment to consistent attendance.

Authorized Absences

The school 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)
    - The school will remain open for learning during study leave and ensure adequate support for students not on 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 authorized, the school will inform the student of work to be caught up and allow the student to complete any assignments or tests missed.

Unauthorized Absences

In alignment with ADEK policies and to maintain a consistent standard of attendance at Liwa Education, the following list provides examples of reasons that are considered unacceptable for student absences. These types of absences will be recorded as unauthorized unless there are exceptional circumstances approved by the school:

- **Family Vacations During Term Time**: Traveling for leisure or vacations is not considered an acceptable reason for absence during school terms.
- **Personal or Family Celebrations**: Absences due to events such as birthdays, anniversaries, or other non-essential family gatherings are unauthorized.
- **Non-Urgent Family Matters**: Absences for family activities, visits, or non-emergency errands that could be scheduled outside of school hours.
- **Extended Weekends or Early Departure for Holidays**: Leaving early or returning late from weekends or holidays to extend time away from school.
- **Oversleeping or Minor Illnesses Without Proper Documentation**: Missing school due to oversleeping, tiredness, or minor ailments that do not require medical attention.
- **Siblings' Appointments or Events**: Accompanying siblings to appointments, events, or extracurricular activities that do not directly involve the student.
- **Routine Non-Medical Appointments**: Appointments such as haircuts, shopping trips, or other non-essential errands scheduled during school hours.
- **Studying at Home Without School Approval**: Staying home to study or complete assignments without prior authorization or documented need.

- **Transportation Issues Without Valid Explanation**: Absences due to avoidable transportation problems, such as missed buses or rides, without an emergency context.
- **Repeated Unspecified Personal Reasons**: Regular absences that are justified only as "personal reasons" without detailed explanations or supporting documentation.

Parents are encouraged to avoid these types of absences and to plan activities outside of school hours to support their child's regular attendance and academic progress. In cases where absences are necessary, proper communication with the school and submission of valid documentation are required for consideration.

Communication with Parents Regarding Attendance and Punctuality

At Liwa Education, effective communication with parents, students, and staff is central to promoting and sustaining high standards of attendance and punctuality. We are committed to working collaboratively to ensure that everyone understands the importance of regular attendance, the impact it has on student success, and the consequences of poor attendance.

Daily Notifications for Unreported Absences

When a student is absent without prior notice, the school's Supervisor promptly contacts the parents by phone within the first two hours of the school day. If parents are unavailable, a follow-up email is sent to document the absence and seek confirmation. This system ensures that parents are kept aware of their child's attendance daily, supporting a culture of accountability.

Regular Attendance Reports and Updates

At the end of each term, attendance information is shared with parents in a comprehensive report that highlights attendance rates, recognizes excellent attendance (98% or higher), and addresses any concerns. This report provides an opportunity for parents to review their child's attendance, understand its importance, and work with the school if improvements are needed. Certificates

and acknowledgments are given during award assemblies for students with exemplary attendance, reinforcing the value of consistent attendance.

Proactive Approach to Attendance and Punctuality Concerns

The school is committed to addressing any patterns of lateness or absenteeism early. When a concern is identified, parents are contacted to discuss the issue and any factors that may be affecting attendance. Working with parents, students, and staff, the school develops supportive strategies to improve attendance. Parents and students are also informed about the potential consequences of poor attendance, including impacts on academic progress and disciplinary measures in line with ADEK policies. This collaborative and transparent approach emphasizes the shared responsibility for maintaining high attendance standards.

Real-Time Notifications for Unaccompanied Cycle 3 Students

For unaccompanied Cycle 3 students, the school uses the PowerSchool Parent Portal to notify parents of their child's arrival and departure times. This real-time update system enhances transparency, helping parents track their child's attendance daily and reinforcing the importance of punctuality.

Support for Students with Additional Learning Needs

The school works closely with parents of students who have additional learning needs to accommodate medical or therapeutic absences. The process includes documentation of necessary absences, allowing the school to support these students while still emphasizing the importance of attendance. This ensures that all students benefit from both flexibility and accountability regarding attendance.

Consistent Policy Reminders and Reinforcement

Liwa Education regularly communicates the importance of good attendance through parent meetings, newsletters, and digital platforms, highlighting its impact on academic success, social development, and well-being. Reminders of

attendance policies and procedures are shared consistently, including the consequences of frequent absences and lateness, so that parents and students are fully informed of expectations.

Educational Engagement on Attendance Importance

Throughout the school year, Liwa Education engages parents, students, and staff in understanding the critical role of good attendance and punctuality. Workshops, assemblies, and classroom discussions emphasize how consistent attendance builds discipline, contributes to academic progress, and strengthens life skills. Students are encouraged to take pride in their attendance achievements, and staff are proactive in discussing attendance with students, addressing concerns promptly, and communicating the impact of absences on their learning.

Linked Policies

The following policies are interconnected with the Attendance and Punctuality Policy, reinforcing a comprehensive approach to student welfare, academic performance, and accountability:

Safeguarding Policy
Student Protection Policy
Educational Risk Policy
Student Behavior Policy
Parental Engagement Policy
Inclusion Policy
Student Affairs Policy
Records Policy
Student Performance Reports Policy

Compliancy

To ensure compliance with ADEK's requirements, this policy is effective as of the start of the 2024/2025 academic year. Full compliance with all outlined procedures and standards will be by the start of the 2025/2026 academic year (fall term). Failure to comply with this policy may result in legal accountability and penalties as

outlined in ADEK regulations, and ADEK reserves the right to intervene should the school fail to meet its obligations.

Appendix

*Appendixes include reminder letter templates to follow.

Appendix 1 – Written Reminder – late for school

Reminder Letter *Date:*

Dear Parent/ Guardian
Re. XXXXXXXXXX

I am writing to advise you of my concern about your child's punctuality. Since the beginning of term x
Number of times late: xx
Should there be exceptional circumstances causing this lateness or any way school can help improve this situation please don't hesitate to contact me.

Thank you for your cooperation.

Yours sincerely,
Ms XXXX

Appendix 2 – Final reminder – late for school

Final Reminder Letter *Date:*

Dear Parent/ Guardian
Re XXXXXXXXXX

I am writing for a second time to advise you of my continued concern about your child's punctuality. Since the beginning of this half term:
Number of times late: XX

At school we fully appreciate that there can be exceptional circumstances, for example heavy traffic, which can cause your child to be late on occasion. However, it is my duty to inform you of possible consequences of persistent lateness: Children may be distressed or upset about arriving late. The late arrival of a child causes disruption for the rest of the children once the lesson has begun. Children miss important parts of the lesson, which, in the morning, usually means they are missing English or Mathematics. Children are not learning the value of being punctual – an important life skill. For a student in Grades 1 to 12 ADEK requires schools to act once lateness contributes to more than 5% absence over the academic year. Persistent lateness means that your child is missing parts of the curriculum which may have a negative impact upon their assessments and examination results.

As I stated in the previous letter, should there be exceptional circumstances causing this lateness or any way school can help improve this situation please don't hesitate to contact me.

Yours sincerely,
Ms. XXXX

Appendix 3 – Written Reminder – late collection

Reminder Letter *Date:*
Dear Parent/ Guardian
Re. XXXXXXXXXXX

I am writing to advise you of my concern about your child's late collection.
Since the beginning of term x
Number of times collected late: xx
Should there be exceptional circumstances causing this lateness or any way school can help improve this situation please don't hesitate to contact me.
Thank you for your cooperation.

Yours sincerely,
Ms XXX

Appendix 4 – Final Reminder – Late collection

Final Reminder Letter *Date:*

Dear Parent/ Guardian
Re XXXXXXXXXX

I am writing for a second time to advise you of my continued concern about your child's late collection.
Since the beginning of this half term: xx
Number of times collected late: XX
At school we fully appreciate that there can be exceptional circumstances, for example heavy traffic, which can cause you to be late on occasion.

However, it is my duty to inform you of possible consequences of persistent lateness: Children may be distressed or upset about you collecting them late.The late arrival of a parent causes disruption to the school by hindering teachers from attending after school meeting and professional training, something we cannot allow. Children are not learning the value of being punctual – an important life skill.

As I stated in the previous letter, should there be exceptional circumstances causing this lateness or any way school can help improve this situation please don't hesitate to contact me.

Yours sincerely,
Ms. XXX

Policy Owner Department

Education Department

Key Stakeholders		
Policy Owner:	School Principal & SLT	LISQ School
Reviewed by:	Kevin Wallis	Deputy CEO
	Margaret Haynes	Director of School
Approved by:	Dr. Shereen Gobran	Chief Executive Officer