



مدرسة جلوبال الفلبينية
THE PHILIPPINE GLOBAL SCHOOL
“LEADER IN ACADEMIC EXCELLENCE AND VALUES FORMATION”
21 Muroor Road, Abu Dhabi, United Arab Emirates

Attendance and Punctuality Policy

1. Introduction

Regular school attendance is essential to academic success, personal development, and safeguarding. This policy outlines the procedures and expectations related to attendance, punctuality, make-up work, and authorized absences in accordance with ADEK regulations and The Philippine Global School's commitment to student well-being and achievement.

2. Policy Objectives

- Ensure clear expectations about attendance and punctuality for students and parents
- Promote a culture of consistent school attendance and time management.
- Identify and intervene with students at educational risk due to frequent absences.
- Comply with ADEK's Student Protection and Educational Risk policies.
- Support students and families in maintaining regular attendance.

3. Definitions

- **Attendance:** Presence of a student in school during official school hours.
- **Authorized Absence:** A school-approved absence with valid documentation.
- **Unauthorized Absence:** Absence without acceptable justification or supporting documents.
- **Punctuality:** Arrival of students at school before or on time for the morning assembly and all lessons.

4. Attendance Requirements and Procedures

4.1 Recording Attendance

- Teachers must record attendance daily and submit records to the centralized unit (Guidance Office) responsible for updating eSIS system.

- Attendance will be monitored and reviewed regularly by the Attendance Committee.

4.2 Daily Attendance Notifications

- Teachers will contact parents who haven't sent any notification about a student's absence at 8:00 am.
- All unreported absences must be followed up within **2 hours** of register closure.

5. Attendance Thresholds for Concern

Grade Group	Threshold	Action
KG	10% of total calendar days	Parent meeting; issue warning; investigate neglect
Cycle 1–3	5% of total calendar days	Evaluate as educational risk; implement intervention
All students	Absences with reasonable suspicion of neglect	Report under ADEK Student Protection Policy

6. Absences and Documentation

6.1 Authorized Absences (with documentation)

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

- Illness (see medical note requirements below)
- Death of first- or second-degree relative
- Medical appointments
- 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, Olympiad).
- Work in the entertainment industry
- Religious holidays (non-public UAE holidays)

- 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)
- Leave for medical or therapeutic reasons for students with additional learning needs
- Government-approved school closures due to extreme weather conditions

6.2 Absence Due to Illness

Duration	Requirement
1–3 days	Parent-written note
4+ days	DOH-licensed physician certificate (submitted within 24 hours)
Chronic Illness	DOH report or equivalent health authority documentation

6.3 Leave of Absence (3+ days)

- Submit a **Leave of Absence Request** letter to the Guidance Office **at least 2 weeks in advance**, with valid supporting documents.
- Approval is subject to the Principal's discretion and ADEK guidelines.
- Missed learning tasks must be completed within 1 week of return.

7. Make-Up Work

7.1 Excused Absences

- Students must take the initiative to collect missed work and assessments.
- Teachers will provide necessary support to ensure catch-up is possible.
- Students absent during exams will take the test upon return.

7.2 Unexcused Absences

- Make-up work is at the discretion of teachers and may affect grades.

8. Punctuality

- School day starts at:
 - **Grades 1–10: 7:10 AM to 3:15 PM** (Mon–Thu), **7:10 AM to 12:15 PM** (Fri)
 - **KG 1–2: 7:10 AM to 12:15 PM** (Mon–Fri)
- Morning Assembly begins at: **7:15 AM**. All students must attend for prayer, UAE National Anthem, student pledge, and announcements.
- Late arrivals must report to reception for a late slip. Repeated tardiness will be addressed through parent conferences and disciplinary measures.

Late Arrivals

Action

2 unexcused tardies

Parent conference

3 consecutive tardies

Counted as 1 absence

9. Travel-Related Absences

- Travel before holidays is discouraged. Lesson plans will include active learning to maintain student engagement.
- Unexcused travel-related absences may not be eligible for make-up work.

10. Recognizing Excellent Attendance

- Students with outstanding or improved attendance will be recognized in classrooms, awards, and on school noticeboards to promote positive attendance behavior.

11. Students with Additional Learning Needs (ALN)

- ALN students are expected to meet attendance expectations.
- Exceptions may be granted for medical/therapeutic needs with proper documentation.

12. Truancy

- Unauthorized absences without valid reason are categorized as **truancy**.
- Students are not entitled to make up any missed work during a truancy unless an appeal is approved by the Principal within 5 days of return.

13. Educational Risk Intervention

- Students exceeding the attendance thresholds will be identified as at educational risk.
- A collaborative intervention plan will be developed between the school, student, and family, aligned with ADEK's Educational Risk Policy.
- This may include academic support, counseling, and a formal attendance improvement plan.

14. Policy Review and Communication

- This policy is reviewed annually and published on the school website.
- All staff, parents, and students will be informed at the start of each academic year.
- Regular updates will be provided if any changes occur.

15. Contact Information

- For attendance reporting, absence notices, or inquiries, contact:
Email: guidanceandcounseling@tpgsauh.com
Phone: +971 24473366
Guidance Office: 5th Building near the Multi-Purpose Hall