



SCHOOL ATTENDANCE AND TARDINESS POLICY

I. Purpose

This policy aims to promote **punctuality, responsibility, and self-discipline** among TPS students—values essential for academic success, personal growth, and future responsibility. Regular attendance and timeliness are integral to every student's learning experience and reflect their commitment to excellence.

II. School Attendance Requirement

1. Regular Attendance

- Students are expected to attend school **every day** as part of their academic and behavioral responsibilities.
- **Absences** must be supported by a **written excuse letter** signed by a **parent or guardian** and submitted **immediately upon return** to the **Class Adviser, School's Happiness Team**.
- The school reserves the right to verify the reason for absence and request supporting documentation when necessary.

2. Reporting Absences

- Parents/guardians must **inform the school on the same day of absence** through a **phone call, message, or written note**.
- For **absences exceeding three (3) consecutive days**, a **medical certificate** is required.
- Consistent communication between home and school is essential to ensure student safety and accountability.

III. Excused and Unexcused Absences (Based on ADEK Guidelines)

Excused Absences:

1. Illness or injury
2. Emergency medical appointments
3. Family bereavement (1st or 2nd degree relative)
4. Official school duties or representation
5. Competitions or school-approved events
6. Government-declared public holidays
7. Study or examination leave (with ADEK approval)





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8. Government-mandated school closures

Unexcused Absences:

1. Family vacations during regular school days
2. Staying home without notifying the school
3. Non-emergency medical or dental appointments
4. Non-severe weather conditions or personal reasons

IV. Medical Absences

- **Up to 3 consecutive days:** A **parent-written sick note** or **Student Absence Form** with a **medical certificate** must be submitted to the **Happiness Office**, duly signed by the parent/guardian.
- **Chronic illness or absences exceeding 12 days:** Parents must submit **Department of Health (DOH) medical reports** and coordinate with the **Guidance Office** for further evaluation and support.

V. Tardiness Policy

1. Arrival Time

- All students must be **inside the TPS campus on or before 8:00 AM**.
- Students are expected to arrive in **complete school uniform with a valid school ID**.

2. Monitoring of Lateness

- **Tardiness disrupts learning** and demonstrates a lack of discipline.
- Frequent lateness will be **closely monitored** by the school.
- The **Class Adviser and the Happiness Team** will jointly review repeated tardiness cases and implement appropriate interventions or disciplinary actions as deemed necessary.

3. Progressive Measures

- **First 3 instances:** Verbal reminder and record in attendance log.
- **4th to 6th instance:** Written warning and parent notification.
- **7th instance and beyond:** Parent conference and disciplinary action subject to the decision of the School Administration.



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VI. Lateness Adds Up

Repeated lateness, even by a few minutes each day, results in **significant lost learning time** and affects overall performance. The school emphasizes that **every minute counts** and that punctuality reflects respect for oneself, others, and the learning environment.

VII. No Skipping Schoolwork

Even excused absences require your child to catch up on all missed tasks including tests.

VIII. Parent Responsibility

Parents must notify the school of any absence and provide documents to avoid having it marked as unexcused (unauthorized).

VIII. Enforcement

TPS expects full cooperation from students, parents, and staff in upholding this policy. Adherence to attendance and punctuality requirements ensures not only academic success but also the development of values that define the true spirit of a TPS student.



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ACKNOWLEDGEMENT FORM:

We, the undersigned, have read, understood, and agree to abide by The Philippine School- Abu Dhabi Student Behavior Management Policy for Academic Year 2025-2026. We recognize that this policy aims to guide our child toward responsible citizenship, self- discipline, and excellence in both academics and behavior.

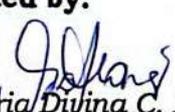
Student's Name:	
Grade/Section:	
Father's name & signature:	
Mother's name & signature:	
Teacher's name and signature:	
Date received:	

Reviewed by:


Louis Katherine Deloria Abucay, LPT
Child Protection Officer


Aldrin P. Alamani, LPT
Prefect of Discipline

Noted by:


Maria Divina C. Leoncio
Social Worker

Approved by:


Jesus S. Ostos Jr.
School Principal

