



المدرسة الفلبينية
THE PHILIPPINE SCHOOL

"LEADER IN ACADEMIC EXCELLENCE AND VALUES FORMATION"

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THE PHILIPPINE SCHOOL – ABU DHABI STUDENT ATTENDANCE POLICY

A.Y. 2026-2027

(Transform. Progress. Succeed)





THE PHILIPPINE SCHOOL - ABU DHABI

STUDENT ATTENDANCE POLICY

Academic Year: 2026-2027

Policy Category: Student Welfare and Administrative Affairs

Policy Owner: School Administration / Child Protection Office

Effective Date: Academic Year 2026-2027

Review Date: Annually

1. PURPOSE

The Philippine School (TPS) recognizes regular and punctual attendance as essential to students' academic achievement, personal development, safety, and well-being.

This policy establishes clear expectations and procedures for student attendance, absence, tardiness, monitoring, documentation, parent communication, and intervention.

The policy is aligned with the **ADEK School Student Administrative Affairs Policy, Version 1.2, September 2025**, including its requirements for attendance monitoring and absence due to illness.

2. POLICY STATEMENT

All TPS students are expected to:

1. Attend school regularly and punctually.
2. Be present for all scheduled classes, school activities, and required programs.
3. Arrive at school on or before the required reporting time.
4. Provide a valid and truthful reason for any absence.
5. Submit the required absence documentation upon returning to school.
6. Make reasonable efforts to complete missed learning activities and assessments.
7. Follow TPS procedures regarding attendance, tardiness, and absences.

Parents/guardians are responsible for informing the school promptly when their child is unable to attend and for providing the required supporting documentation.

3. DAILY ATTENDANCE PROCEDURE

3.1 Class Adviser Responsibility

Attendance shall be checked and recorded daily by the Class Adviser during **Class Advisory Time**.

The Class Adviser shall:

- Check and record the attendance of every student.



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- Ensure that the attendance record is accurate and complete.
- Record the reason for a student's absence whenever known.
- Monitor patterns of repeated absence or tardiness.
- Follow up unexplained or undocumented absences.
- Inform the CPO or Guidance Counselor for any attendance concerns.
- Maintain the required attendance documentation.

Attendance records shall be maintained accurately because they form part of the student's official school record.

3.2 Unexplained Absence

If a student is absent and the school has not received an explanation from the parent/guardian, the Class Adviser shall contact or notify the parent/guardian through the school's approved communication channel.

Repeated unexplained absences shall be referred to the appropriate school personnel for follow-up.

4. ATTENDANCE AND PUNCTUALITY

Students are expected to arrive at school on time and be ready for the start of school activities.

Students arriving after the designated reporting time shall follow the school's **Late/Tardy Slip Procedure**.

A student's repeated tardiness may be monitored separately from full-day absence because frequent lateness may negatively affect learning and may indicate an emerging attendance concern.

5. ABSENCE

An absence occurs when a student is not present at school for a scheduled school day or required school activity.

Absences shall be classified and documented according to the requirements of ADEK and TPS.

5.1 Authorized Absence

An absence may be considered authorized when it falls under an acceptable category identified by ADEK and the required supporting documentation and/or approval has been provided.

Examples may include:

1. Illness or medical reasons;
2. Death of a first- or second-degree relative;
3. Pre-scheduled medical appointments;
4. Official community-related tasks;
5. Mandatory appearances before official bodies;
6. Essential urgent family travel for specified reasons;
7. Approved conferences, competitions, or events;
8. Certain approved examinations or study leave;



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9. Approved medical or therapeutic leave for students with Additional Learning Needs; and
10. Government-approved school closures due to extreme weather or other applicable circumstances.

Authorization is subject to ADEK requirements and the school's verification procedures.

6. STUDENT ABSENCE FORM

For every absence requiring documentation, the parent/guardian shall complete the **TPS Student Absence Form**.

The form should include:

- Student's complete name;
- Grade and section;
- Date/s of absence;
- Reason for absence;
- Parent/guardian name and signature;
- Supporting document, when required; and
- Other information required by the school.

Upon the student's return, the completed form shall be submitted to the **Class Adviser**, who shall verify and forward it to the **Child Protection Officer (CPO)** or designated office as necessary.

Failure to submit required documentation may result in the absence being recorded as undocumented or unauthorized, subject to school procedures.

7. MEDICAL ABSENCES

Medical absences shall be documented according to ADEK requirements.

The policy provides specific requirements concerning student absence due to illness, including documentation requirements for longer periods of illness. The school shall apply the current ADEK requirements when determining the documentation needed for medical absences.

TPS shall not require documentation beyond what is permitted or required by applicable ADEK regulations.

Parents/guardians should notify the school as soon as reasonably possible when a student is absent because of illness.

8. ADEK ATTENDANCE MONITORING THRESHOLD

For **Cycle 1–3 students**, ADEK requires schools to identify students whose absence rate is **above 5% of the applicable school calendar days** as a **cause for concern**.

This threshold includes **both authorized and unauthorized absences**.



The

5% threshold is **not an automatic allowance of five percent absence**. It is a monitoring and intervention threshold used to identify students who may require further support and assessment for educational risk.

9. ATTENDANCE AND ABSENCE COMPUTATION

TPS shall use the following formulas:

Absence Rate

$$\text{Absence Rate (\%)} = (\text{Number of Absent School Days} \div \text{Applicable School Days}) \times 100$$

Attendance Rate

$$\text{Attendance Rate (\%)} = (\text{Number of Days Attended} \div \text{Applicable School Days}) \times 100$$

Example

If a student has:

- 185 applicable school days; and
- 10 days of absence,

then:

$$10 \div 185 \times 100 = 5.41\% \text{ absence}$$

Therefore, the student's absence rate is **above 5%** and the student shall be identified as a **cause for concern** for attendance monitoring and appropriate intervention.

10. TPS ATTENDANCE COMPUTATION FOR 185 SCHOOL DAYS

For an academic year with **185 applicable school days**:

Number of Absences	Absence Rate	Attendance Rate	Cycle 1-3 Interpretation
1	0.54%	99.46%	Below 5%
2	1.08%	98.92%	Below 5%
3	1.62%	98.38%	Below 5%
4	2.16%	97.84%	Below 5%
5	2.70%	97.30%	Below 5%



Number of Absences	Absence Rate	Attendance Rate	Cycle 1-3 Interpretation
6	3.24%	96.76%	Below 5%
7	3.78%	96.22%	Below 5%
8	4.32%	95.68%	Below 5%
9	4.86%	95.14%	Below 5%
10	5.41%	94.59%	CAUSE FOR CONCERN
11	5.95%	94.05%	Cause for Concern
12	6.49%	93.51%	Cause for Concern
15	8.11%	91.89%	Cause for Concern
18	9.73%	90.27%	Cause for Concern
20	10.81%	89.19%	Cause for Concern

Key TPS Reference

For 185 school days:

$$185 \times 5\% = 9.25 \text{ days}$$

Because attendance is recorded in whole school days:

- 9 absences = 4.86% → below the 5% threshold
- 10 absences = 5.41% → above the 5% threshold

Therefore, **10 or more full-day absences** place a Cycle 1-3 student above the 5% ADEK cause-for-concern threshold when the applicable school calendar consists of 185 days.

11. KG ATTENDANCE THRESHOLD

For KG students, the applicable ADEK intervention threshold is **above 10% of the applicable calendar days**.

For an illustrative 185-day calendar:

$$185 \times 10\% = 18.5 \text{ days}$$

Therefore:

- 18 absences = 9.73% → below 10%



absences = 10.27% → above 10%

A KG student's attendance shall therefore be closely monitored when the absence rate approaches or exceeds the applicable ADEK threshold.

TPS shall apply the actual applicable school calendar days when making the official calculation.

12. ATTENDANCE MONITORING LEVELS

TPS shall use a progressive monitoring approach.

Level 1 – Regular Monitoring

Students whose absence rate is below the ADEK cause-for-concern threshold shall continue to be monitored through the regular attendance system.

The Class Adviser shall communicate with parents when repeated or unusual patterns of absence are observed.

Level 2 – Attendance Concern

When a student's attendance approaches the applicable ADEK threshold, the Class Adviser shall:

- Review the student's attendance record.
- Check the reasons for absences.
- Ensure that documentation is complete.
- Communicate with the parent/guardian.
- Discuss the importance of regular attendance.
- Monitor the student's attendance more closely.

Level 3 – ADEK Cause for Concern

When a Cycle 1–3 student's absence rate exceeds 5%, the student shall be identified as an **attendance cause for concern**.

The school shall:

- Review the student's attendance history.
- Determine whether absences are authorized or unauthorized.
- Identify possible attendance patterns or barriers.
- Communicate with the parent/guardian.
- Consider whether the student may be at educational risk.
- Coordinate with appropriate school personnel.
- Develop appropriate support or intervention measures where necessary.
- Continue monitoring and documenting the student's attendance.



ATTENDANCE INTERVENTION

Attendance intervention shall focus on identifying the reason for absence and supporting the student's successful and regular participation in school.

Depending on the circumstances, intervention may involve:

1. Class Adviser;
2. Parent/Guardian;
3. Child Protection Officer;
4. Guidance Counselor;
5. Prefect of Discipline;
6. ALN/Inclusion Team;
7. School Administration; and/or
8. Other appropriate school personnel.

Where attendance concerns may involve safeguarding, welfare, family circumstances, educational risk, or student protection concerns, the matter shall be referred through the appropriate school safeguarding and student-support procedures.

14. UNAUTHORIZED OR UNDOCUMENTED ABSENCES

An absence may be considered unauthorized or undocumented when:

- No acceptable reason has been provided;
- Required documentation has not been submitted;
- The reason does not meet the applicable authorization requirements; or
- The absence has not been properly verified or approved.

Unauthorized absences shall be recorded accurately and shall contribute to the student's absence rate.

The school shall communicate with parents/guardians regarding repeated unauthorized absences and implement appropriate intervention.

15. PARENT/GUARDIAN RESPONSIBILITIES

Parents/guardians are expected to:

- Ensure that their child attends school regularly and punctually.
- Notify the school promptly when their child will be absent.
- Provide truthful and complete information regarding absences.
- Submit the required Student Absence Form.
- Provide supporting documentation when required.
- Avoid unnecessary absences during school days.
- Cooperate with the school when attendance concerns arise.
- Support their child in completing missed learning activities.

Parents/guardians are encouraged to treat regular attendance as a shared responsibility between the home and school.



16. STUDENT RESPONSIBILITIES

Students are expected to:

- Attend school every scheduled school day.
- Arrive on time.
- Attend all assigned classes and required school activities.
- Inform the appropriate teacher when an absence or early dismissal is necessary.
- Submit required documentation after an absence.
- Complete missed academic work.
- Cooperate with attendance monitoring and intervention procedures.

17. ATTENDANCE RECORDS AND CONFIDENTIALITY

Student attendance records are official school records and shall be:

- Accurate;
- Updated regularly;
- Properly documented;
- Kept confidential; and
- Accessible only to authorized personnel for legitimate educational, administrative, safeguarding, or regulatory purposes.

Attendance data may be used for school monitoring, student support, parent communication, reporting, and ADEK compliance.

18. REFERENCE FOR CLASS ADVISERS

For a 185-Day School Calendar

Cycle 1-3

- 0-9 absences → Below 5%
- 10 or more absences → Above 5% / Cause for Concern

KG

- 0-18 absences → Below 10%
- 19 or more absences → Above 10% / Parent engagement and intervention threshold

Formula

Absence Rate = Absent Days ÷ Applicable School Days × 100

Attendance Rate = Attended Days ÷ Applicable School Days × 100

Important Reminder

Authorized + Unauthorized Absences = Total Absences Used for Attendance-Rate Monitoring

Authorization does not remove the absence from the attendance-rate calculation.



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19. POLICY IMPLEMENTATION

All TPS personnel responsible for student attendance shall be familiar with this policy and shall implement attendance procedures consistently.

Class Advisers shall ensure that students and parents/guardians are informed of the attendance expectations and documentation requirements.

The school shall review this policy annually and update it when necessary to remain aligned with current ADEK requirements and applicable UAE laws and regulations.

REFERENCE

Department of Education and Knowledge (ADEK).
School Student Administrative Affairs Policy, Version 1.2, September 2025.

The policy establishes minimum requirements for student administrative affairs in Abu Dhabi private and charter schools and includes updated requirements concerning student attendance and illness-related absences.

Official ADEK School Policies: ADEK School Policies

Prepared:

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Principal

Acknowledgement

I acknowledge that I have **read, understood, and agreed to follow the TPS Student Attendance Policy** and the requirements for regular and punctual attendance. I understand my responsibility to comply with attendance procedures, provide truthful information and required documentation, and support the student's regular participation in school.

Name: _____
Grade & Section: _____
Signature: _____
Date: _____

