



PHILIPPINE-EMIRATES PRIVATE SCHOOL L.L.C.

Abu Dhabi, United Arab Emirates

STUDENT ATTENDANCE POLICY

1. Policy Statement

Philippine Emirates Private School (PEPS) is committed to maintaining high standards of student attendance and punctuality. Regular attendance is essential to ensure academic achievement, student engagement, and safeguarding compliance.

The school implements a systematic attendance monitoring process aligned with ADEK expectations and the Department of Education Philippines.

2. Purpose

The Philippine Emirates Private School (PEPS) Student Attendance Policy aims to promote regular attendance, punctuality, and active participation in learning. It establishes clear procedures for recording attendance, reporting and managing absences, addressing tardiness, and supporting students who experience attendance concerns. The policy also fosters shared responsibility among students, parents/guardians, and the school to ensure student well-being, academic success, and compliance with the attendance requirements of the Abu Dhabi Department of Education and Knowledge (ADEK) and Department of Education Philippines.

3. Regular Attendance Requirement

- Students are required to maintain a minimum attendance rate of **95% per academic term**.
- Attendance is compulsory for all scheduled lessons, examinations, and school activities.
- Persistent absenteeism will be subject to formal monitoring and intervention

4. Attendance Recording

- Attendance is recorded **daily and per class period** by subject teachers.
- Records are submitted and monitored through the school's official attendance system.
- The Registrar and School Administration regularly review attendance data for compliance and intervention.

5. Reporting of Absences

Parents/guardians must inform the school **on or before 8:00 AM** on the day of absence through official communication channels (phone, email, or adviser messaging system).

Upon return, students must submit a **written explanation note** or required documentation.



6. Types of Absences

6.1 Excused Absence

An absence is considered excused if it is supported by valid reasons such as:

- Illness or medical condition
- Medical or dental appointments
- Family emergency
- Official school-approved activities
- Other valid reasons approved by school administration

6.2 Medical Absence

- Absences due to illness for **2 or more consecutive days** require a **medical certificate**.
- Frequent medical absences will be monitored to ensure student well-being and academic continuity.
- School may request additional documentation if absences are recurrent.

6.3 Unexcused Absence

An absence is unexcused if:

- No prior notice is given to the school
- No valid documentation is submitted
- The reason is not acceptable under school policy

Repeated unexcused absences will trigger intervention procedures in accordance with ADEK safeguarding expectations.

7. Tardiness (Lateness Policy)

- Students must arrive before the official start of classes.
- A student is marked **late** if arriving after the official reporting time.
- **Three (3) recorded late arrivals** will result in parental notification.
- Excessive tardiness will require a parent conference and attendance improvement plan.
- Habitual lateness may affect academic standing and participation in school activities.

8. Academic Work Completion for Absentees

To ensure continuity of learning:

- Students are responsible for making up missed lessons, assignments, and assessments.
- Teachers will provide missed work upon return within a reasonable timeframe.
- Students are given equivalent time to complete missed tasks unless otherwise determined by the teacher.
- Extended absences may require an individualized make-up plan coordinated with the class adviser.



9. Parent Guardian Responsibility

Parents/guardians are expected to:

- Ensure regular and punctual school attendance
- Notify the school promptly for any absence
- Provide valid documentation when required
- Support completion of missed schoolwork
- Attend meetings or interventions when requested by the school
- Reinforce attendance expectations at home

10. Monitoring and Enforcement Procedure

PEPS applies a progressive intervention system:

1. **Initial Monitoring:** Adviser tracks attendance patterns
2. **Parent Notification:** Sent after repeated absences or tardiness
3. **Parent Conference:** Meeting with teacher and/or school administration
4. **Attendance Improvement Plan:** Formal written agreement with parents
5. **Safeguarding Referral (if needed):** For persistent unexplained absences or welfare concerns

All interventions are documented in compliance with ADEK safeguarding and attendance monitoring expectations.

11. Data Recording and Confidentiality

All attendance records are securely maintained and used strictly for:

- Academic monitoring
- Student support interventions
- Compliance with ADEK requirements

12. Policy Acknowledgement

All parents/guardians and students are required to acknowledge understanding of this policy.



ACKNOWLEDGMENT FORM

I/We, the undersigned, acknowledge that we have read, understood, and agree to comply with the PEPS Student Attendance Policy.

We understand the expectations regarding regular attendance, reporting absences, excused and unexcused absences, medical absences, tardiness rules, academic make-up work, and parent responsibilities.

We also understand that failure to comply may result in appropriate school interventions in accordance with school policy and ADEK guidelines.

Student Name: _____

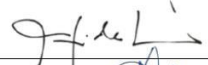
Grade & Section: _____

Parent/Guardian Name: _____

Signature: _____

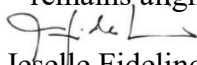
Date: _____

13. Document Review and Approval

Function	Name	Designation	Date	Signature
Final Approval	Jeselle Fidelino	School Principal	August 2024	
Note by:	Bernado T. Cinco	COO	August 2024	
Contributor Reviewer	Reverie Escama	Inclusion Coordinator	August, 2024	
Contributor Reviewer	Jenalyn Senatin	Social Worker	August, 2024	
Contributor Review	Anthony Fidelino	Safety Officer	August, 2024	

Date: August 2024

Review/Revision Date: August 2025 Compliance Date: August 2025 No revisions required; policy remains aligned with ADEK. Reviewed and Approved by the Above Team.


Signed: Jeselle Fidelino
School Principal

Next Review: August 2026

