

GEMS UIS ATTENDANCE & PUNCTUALITY POLICY

Date of Review	March 2026
Date of Next Review	March 2027 or as per update from ADEK
Approved by	K. George Mathew (Principal/CEO)

At GEMS UIS, we are committed to the continuous improvement of student outcomes by providing transformative learning opportunities. Regular attendance and punctuality are essential to maximizing educational provisions and ensuring student success.

The Department of Education and Knowledge (ADEK) emphasizes that good attendance and punctuality are directly linked to student achievement. Studies show that late arrivals and frequent absences have a significant negative impact on a child's academic progress.

Importance of Punctuality & Attendance in UIS

Punctuality provides children with a strong foundation for success in their academic and professional lives. To reinforce this, ADEK has implemented an automated attendance notification system that sends SMS/email alerts to parents regarding unexcused absences.

Types of Absences

Authorized

Absences

The school recognizes the following as **authorized absences**, provided they are supported by **a signed letter/email from parents or official documents from the relevant authorities**. However, please note that even authorized absences impact the attendance percentage.

1. **Medical Reasons** – Chronic or short-term illness (requires a valid medical certificate).
2. **Bereavement** – Death of a first- or second-degree relative (excused for up to 5 working days).
3. **Medical Appointments** – If scheduled before the absence (requires supporting documentation).
4. **Official Obligations** – Mandatory appearance before an official body (requires prior notification).

Requests for all authorized absences must be accompanied by valid documentation and submitted via email to the Class Teacher with CC to the Supervisor.

In cases where a child has been absent from school for **five consecutive days** without explanation, and all reasonable efforts to determine their whereabouts have been unsuccessful, the school will make an immediate referral to the **designated Senior Manager – Safeguarding** for further advice and guidance.

Reasonable efforts may include the following actions:

- Contacting parents after three days of absence
- Making telephone calls to all known local and international contacts
- Sending emails to parents or guardians
- Reaching out to other schools where siblings may be enrolled
- Making discreet inquiries through school contacts, such as friends or neighbors

Unexcused Absences

Absences that do not meet the criteria above are classified as unexcused absences. ADEK automatically sends notifications based on the number of unexcused absences recorded in eSIS.

ADEK Absence Notification System

Initial Absence Warnings:

- **3 days** of unexcused absence – Notification explaining the impact of missing school.
- **6 days** of unexcused absence – Reminder emphasizing the importance of attendance.
- **8 days** of unexcused absence – Final warning before referral.

Referral to ADEK:

- **11-14 days** of unexcused absence – Parents are informed that the student is under ADEK monitoring.
- **15-17 days** of unexcused absence – Further action may be taken if absenteeism continues.

Final Actions & Consequences:

- **18-19 days** of unexcused absence – ADEK will contact parents regarding the consequences.
- **20+ days** of unexcused absence – **The student may be required to repeat the academic year or lose their seat at school.**

Parental Responsibility & Reporting Absences

- To ensure proper attendance tracking, parents must:
Inform the class teacher of their child's absence via email, clearly stating the reason, before 7:30 AM on the day of absence or the day prior.
- Provide valid documentation (e.g., a medical certificate) to support the absence.

Important: If a student's absence is not reported by the specified time or if documentation is missing, the absence will be recorded as "Unexcused". **No reminders will be sent regarding missing notifications.**

We appreciate your cooperation and support in fostering the habit of regular attendance and punctuality in our students, reinforcing a strong and meaningful learning culture.

As a safeguarding measure, where a child has 5 consecutive school days of unexplained absence and all reasonable steps* have been taken by the school to establish their whereabouts without success, the school will make an immediate referral for advice and guidance to the relevant Senior Manager – Safeguarding and ensure that this is recorded on the Guard platform.

*Reasonable steps may include:

- » Telephone calls to all known contacts (local/international)
- » Emails to parents/guardians.
- » Contact with other schools where siblings may be registered.
- » Enquiries to friends, neighbours etc. through school contacts.



K. George Mathew
Principal/CEO