



مدرسة إيليت الانجليزية ش.د.م.م
Elite English School L.L.C

Attendance Policy

Governing Authorities:

Knowledge and Human Development Authority (KHDA)
Ministry of Education (MOE), United Arab Emirates

Review Cycle: Yearly

Last Review: February 2026

Next Review: February 2027

NEED: The Elite English School is committed to provide quality education and to achieve this goal everyone in this school must report to school on time. This policy will be operational in The Elite English School, Dubai and the Staff is to ensure that pupils are reporting to school regularly.

PROCEDURE:

Attendance is taken by the class teacher during the class teacher's period. The attendance register is an official school document. It is not to be taken home and teachers must avoid overwriting or using an eraser or whitener.

The school lays great emphasis on regular attendance. Teachers are advised time and again to be alert where school attendance is concerned.

If pupils do not report to school for more than two days, class teachers are expected to call the parents and make a polite enquiry.

Pupils are expected to bring leave notes after returning from absence.

If the leave is for 1 – 2 days, the parent may send a note in the diary which is signed by the class teacher

If the leave is for three or more days, the parent should send a leave letter which is signed by the principal and a copy is sent to the class teacher. The same will be put in the child's personal file.

If the leave is on medical grounds, a medical certificate should be attached with the letter.

At the end of the month, the teachers tabulate to get attendance for the month and at the end of academic year total attendance and average attendance are calculated.

If for any reason, a teacher / Supervisor feels that a pupil is missing school for frivolous reasons; a detailed enquiry is carried out in which the Principal may be involved.

All calculations in the attendance register must be error free.

Note:

Teachers are always reminded to encourage pupils to be regular at school.