



Repton Abu Dhabi Attendance Policy - Rose Campus

Rationale:

This policy aims to:

- Clarify the principles and procedures surrounding attendance and punctuality, ensuring consistent application across the school community.
- Emphasise the critical connection between regular attendance and students' academic success, personal development, and overall wellbeing.
- Provide clear guidance for parents, students, and staff to foster a shared understanding of expectations and responsibilities.
- Enable teachers and staff to monitor attendance effectively, identify patterns, and support families in addressing any barriers to consistent attendance.
- Ensure that the school complies with regulatory requirements while promoting a culture of accountability and commitment to learning.

It is essential that all stakeholders understand and adhere to this policy, as regular attendance and punctuality are foundational to creating an environment where students can reach their full potential.

Definitions

- Absence - The state of not being physically present in class/at school.
- Absence rate - The proportion of absences to school days as per the approved school calendar. If the student was admitted mid-year, the absence rate is calculated from their joining date.
- Attendance - The state of being physically present in class or at school. The attendance rate is recorded as the proportion of whole school days attended relative to the total number of school days as per the approved school calendar.
- Lateness - Arrival later than the specified time for class.
- Punctuality - Arrival on time for school/class.
- Departure - All Nursery and Reception students are classified as departed at 2:20 pm on weekdays and 11:20 am on Fridays, except for those participating in after-school activities, events, or sporting fixtures. All Year 1 and Year 2 students are classified as departed at 2:40 pm on weekdays and 11:40 am on Fridays, except for those participating in after-school activities, events, or sporting fixtures.

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Reporting Absences

Illness or Unplanned Absence

- Parents must notify the school by emailing rosereception@reptonabudhabi.org and roseclinic@reptonabudhabi.org and copying their child's class teacher/tutor by **7:45 am** on each day of absence. Notifications should include the reason for the absence and, if possible, the expected return date to ensure accurate record-keeping.
- Absences of four consecutive days (including weekends) or more require a **medical certificate** or shall be recorded as an unauthorised absence.
- Repton can authorise a maximum of 12 annual school days of student absence due to medical reasons without requiring a sick leave certificate.
- For students with chronic medical conditions who may require more than 12 days of absence, parents must submit DoH medical records.

Medical or Dental Appointments

- Notify the school prior to the day of the appointment by emailing rosereception@reptonabudhabi.org, roseclinic@reptonabudhabi.org, and the child's class teacher/tutor.
- If arriving late or leaving early, students must register at the **Reception desk**.

Planned Absences During Term Time

- Any absence from school is disruptive to a child's education. We therefore advise that all absences should be taken out of term time. Absences in term time are only sanctioned for exceptional circumstances. An application must be made in writing to the Headteacher at headteacherspa@reptonabudhabi.org.

Authorised Absences

As per ADEK guidelines, the following reasons may be authorised, provided that appropriate supporting evidence is submitted:

- Illness.
- Emergency medical appointments.
- Death of a first- or second-degree relative.
- Official duties.
- Mandatory appearance before an official body.

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- Essential urgent family travel for matters such as medical care, escort leave, or a death in the family.
- Student attendance of conferences, competitions, and events, with the permission of the Principal.
- Observation of religious holidays that are not defined as public holidays in the UAE.
- Leave for medical or therapeutic reasons for students with additional learning needs.
- Government-mandated school closures.

Note: Supporting evidence may be required and requested for submission to confirm authorisation.

Unauthorised Absences

The following reasons are not authorised:

- Holidays or family visits during term time. These absences are considered unauthorised as they disrupt the continuity of learning and impact both the student and their peers. Term dates are communicated well in advance to support family planning.
- Non-emergency medical appointments.
- Non-severe weather conditions.

Note: Term dates are shared in advance to facilitate planning. The school does not provide catch-up materials for unauthorised absences. Repeated instances will result in letters to parents from school. Students that exceed a certain number of absences will also receive communication from ADEK.

Leaving School Early

- Notify the class teacher/tutor in advance, copying rosereception@reptonabudhabi.org.
- Specify collection time and the name of the individual collecting the child.
- Rose students must be signed out at Reception by a parent/guardian.

Reporting Attendance to Parents

Parents have direct access to their child's daily attendance records through the iSAMS portal, ensuring transparency and real-time monitoring of attendance. If a student's absence has not been reported by a parent, the school will contact home to confirm both the absence and the reason for it.

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Punctuality Expectations

Arrival Times

- **Rose Campus:** Students in **Year 1 and Year 2** arriving after **8:00 am** are marked late by their class teacher; after **8:00 am**, they must sign in at Reception. Students in **Nursery and Reception** arriving after **8:15 am** are marked late by their class teacher; after **8:15 am**, they must sign in at Reception. Persistent lateness may result in follow-up actions, including discussions with the class teacher/tutor or Head of Year, and in some cases, a parental meeting to address the issue.

Addressing Persistent Lateness

- Lateness exceeding **5% within a half term** prompts communication from the class teacher/tutor or Head of Year.
- Continued issues will result in a parental meeting to develop a resolution plan.

Attendance Benchmarks

- **Target:** Students should maintain at least **98% attendance**.
- **Action:** Attendance below **90% (including both authorised and unauthorised)** will result in letters home at the end of each term or half-term. Additionally, the school will collaborate with families to identify barriers to attendance and provide necessary support, such as meetings with Heads of Year or counselling services, to address underlying issues. Parents of persistently absent students will be invited for a meeting to discuss solutions. The school is required to report to ADEK if persistent absences occur.

Repton School Abu Dhabi is dedicated to supporting families in fostering a culture of regular attendance and punctuality, ensuring every student thrives academically and personally.

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دائرة التعليم والمعرفة
DEPARTMENT OF EDUCATION
AND KNOWLEDGE



“Why Every Day at School Counts”

Attendance Rules & What Parents Need to Know.

Student Administrative Affairs Policy in full effect this AY 2025/26

01 The 5% & 10% Absenteeism Rule
Applies on combined excused & unexcused absences

▶ **Kindergarten**
If a student misses more than **10% (18 days)**, it is flagged

▶ **Grades 1-12**
If a student misses more than **5% (9 days)**, it is a concern

02 Excused Absences 

- ✓ Illness
- ✓ Emergency medical appointments
- ✓ Family Loss (1st or 2nd degree relative)
- ✓ Official duties
- ✓ Competitions/events
- ✓ Government public holidays
- ✓ Study/exam leave (with ADEK approval)
- ✓ Government-mandated closures

Unexcused Absences 

- ✗ Family vacations during school days
- ✗ Staying home without notifying the school
- ✗ Non-emergency medical appointments
- ✗ Non-severe weather conditions

Lateness Adds Up
Schools will identify frequent lateness and take appropriate action at their discretion

03 Medical Absences 

Up to **3 consecutive days**
(and a maximum of 12 days annually)

Starting **4th sick day**

▶ **Parent-written sick notes**

▶ **DOH sick leave certificate**

Chronic Illness Absences
If a student exceeds 12 missed school days, parents must submit DOH medical reports

04 No Skipping Schoolwork 

Even excused absences mean your child **must catch up on all missed work/tests.**

05 Parent Responsibility 

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

Attendance is the foundation of your child's future success. Being on time and present builds responsibility, protects learning and ensures your child thrives.

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“كل يوم حضور هو خطوة على طريق النجاح”

ما يحتاج أولياء الأمور إلى معرفته حول قواعد وإرشادات الحضور المدرسي

سياسة الشؤون الإدارية للطلبة سارية بالكامل للعام الدراسي 26/2025

01 قاعدة الغياب (5% و 10%)

تطبيق القاعدة على الغياب المبرر وغير المبرر معاً.

من الصف الأول حتى الثاني عشر

تعتبر نسبة الغياب مقلقة إذا تغيب الطالب أكثر من 5% (9 أيام) خلال السنة.

طلبة رياض الأطفال

تعتبر نسبة الغياب مقلقة إذا تغيب الطالب أكثر من 10% (18 يوماً) خلال السنة.



02 الغياب المبرر

- ✓ المرض
- ✓ مواعيد طبية محددة مسبقاً
- ✓ وفاة أحد أفراد العائلة (من الدرجة الأولى أو الثانية)
- ✓ مواعيد وارتباطات رسمية مع جهات حكومية
- ✓ المشاركة في المسابقات أو الفعاليات
- ✓ الإجازات الحكومية الرسمية
- ✓ إجازة دراسية للامتحانات (بموافقة دائرة التعليم وللمعرفة)
- ✓ إغلاقات بقرار حكومي

الغياب غير المبرر

- ✗ الإجازات العائلية أثناء أيام الدراسة
- ✗ البقاء في المنزل دون إخطار للدرسة
- ✗ مواعيد طبية غير طارئة
- ✗ ظروف جوية عادية

التأخر للتكرار

ستقوم المدارس برصد حالات التأخر للتكرار واتخاذ الإجراءات المناسبة وفق تقديرها.

03 الغياب لأسباب طبية

لغاية 3 أيام متتالية (وبحد أقصى 12 يوماً في السنة)

ابتداءً من اليوم الرابع من الغياب

يجب إخطار المدرسة عن طريق رسالة من ولي الأمر

يجب تقديم إجازة مرضية معتمدة من دائرة الصحة - أبوظبي



الغياب بسبب أمراض مزمنة

إذا تجاوز عدد أيام غياب الطالب 12 يوماً، يجب على أولياء الأمور تقديم تقارير طبية صادرة عن دائرة الصحة - أبوظبي.

04 لا إعفاء من الواجبات المدرسية

حق في حالات الغياب المبرر، يتوجب على الطالب استكمال جميع الواجبات والاختبارات التي فاتته.



05 دور أولياء الأمور

يتعين على ولي الأمر إبلاغ المدرسة بأي غياب وتقديم المستندات اللازمة لتجنب اعتباره غياباً غير مبرر.

الانتظام في الحضور هو مفتاح النجاح، فالالتزام بالحضور في الوقت المحدد يعزز حس المسؤولية، ويحافظ على جودة التعلم، ويضمن لطفلك التفوق والازدهار.

Reviewed Date: September 2025

Next Review Date: September 2026

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