



المدرسة الهندية الجديدة  
NEW INDIAN SCHOOL

# NIS ATTENDANCE POLICY 2026-2027

**Signed**

**Principal**

:

**Date : 02/03/2026**

**Reviewed By**

: **Governing Body | SLT**

**Date : 02/03/2026**

**Next Review Due By**

**Date : 05/03/2027**

# NIS ATTENDANCE POLICY

New Indian School, Ras Al Khaimah Aligned with RAKDOK & UAE Ministry of Education (MOE)

## 1. Introduction

New Indian School (NIS), Ras Al Khaimah, is committed to ensuring regular and punctual student attendance in accordance with the Ras Al Khaimah Department of Knowledge (RAKDOK) and the UAE Ministry of Education (MOE). Consistent attendance promotes academic achievement, wellbeing, and socio-emotional growth.

### 1.1 Purpose

This policy aims to:

- Promote the importance of regular attendance and punctuality.
- Ensure alignment with MOE and RAKDOK regulations.
- Provide clear procedures for recording and monitoring attendance.
- Support parents and students in maintaining excellent attendance.
- Recognize and reward high attendance and punctuality.
- Establish a framework for interventions when attendance concerns arise.

### 1.2 Scope of Application

This policy applies to:

- All NIS students and staff.
- Attendance recording and monitoring through the **ORIZON Portal**.
- Management of excused and unexcused absences.
- Parent communication and follow-up procedures.
- Interventions for chronic absenteeism.
- Setting and monitoring attendance and punctuality targets.

## 2. Definitions

### 2.1 Key Terms

Term	Definition
<b>Attendance Rate</b>	Percentage of days a student attends school out of total school days.
<b>Chronic Absenteeism</b>	Absence for more than <b>10 consecutive</b> or <b>15 non-consecutive unexcused days</b> in an academic year (MOE/RAKDOK).
<b>Approved Absence (AA)</b>	Absence supported by valid documentation.
<b>Unapproved Absence (UA)</b>	Absence without valid justification or acceptable documents.
<b>Punctuality</b>	Arriving at school and lessons on time.

## 2.2 Attendance Codes

Code	Meaning	Description
<b>AA – Approved Absence</b>	Authorised Absence	Absence with accepted documentation (official letter, parent note approved by school, bereavement proof, approved travel).
<b>SL – Sick Leave</b>	Medical Absence	Absence due to illness with a certified medical report.

## 3. Policy Statement

### 3.1 Attendance Monitoring and Reporting

- Attendance must be recorded **daily** in the **ORIZON Portal** or any system approved by MOE/RAKDOK.
- Class teachers must complete attendance within the designated time.
- Chronic absenteeism must be reported **in writing** to RAKDOK.
- SLT must regularly review attendance reports and maintain documentation for audits.

### 3.2 Managing Absences

#### A. Approved Absences (AA/SL Codes Used)

Valid reasons **with documentation** include:

1. **SL – Sick Leave:** Illness supported by a certified medical report.
2. Pre-scheduled medical appointments.
3. Emergency family travel (medical treatment, escort, bereavement).
4. Travel to accompany a first-degree relative for medical treatment (max. 1 month; extension requires RAKDOK approval).
5. Official duties assigned by the school.
6. Death of a first- or second-degree relative (up to 3 days).
7. Short absence of 1–2 days (max. 5 days/year) accepted by school administration.

All excused absences must be recorded using **AA or SL codes** in the ORIZON Portal.

#### B. Unapproved Absences

The following will be treated as unexcused:

- Absence without documentation.
- Travel or holidays during term time.
- Repeated unexplained absences.
- Absence without medical or official documents.
- Absence on a **Friday** will be counted as **2 days**.
- Absence **before or after** a public holiday will be counted as **2 days**.
- **Maximum limit of unauthorized absence: 5 days per term (15 days per year).**
- After **1 day** of unexcused absence, the **Warning System is activated**.
- Students exceeding the annual limit may be required to **repeat the academic year**.
- Parents have the right to **appeal within 5 working days** of notification.

All unexcused absences must be marked as **Unexcused** in the ORIZON Portal.

## C. Consequences for Excessive Unapproved Absences

In accordance with MOE Behaviour Policy and RAKDOK Regulations:

- More than **10 consecutive** or **15 non-consecutive unexcused absences** will result in disciplinary action.
- Three written warnings must be issued (after each 5-day threshold).
- The case will be reviewed by the **Educational Committee**.
- Suspension or expulsion or non-enrolment to the next academic will be applicable.

### 3.3 Punctuality

- Students must arrive before the official school start time.
- Late arrivals must be recorded in the ORIZON Portal.
- Late passes will be issued at the gate or reception.
- Persistent lateness requires parent meetings and written warnings.
- Lateness due to severe weather or emergencies may be excused.

### 3.4 Parent and Student Engagement

- This policy will be communicated through the school website, student handbook, and orientation meetings.
- Parents will be notified of unexplained absences **on the same day**.
- Strong collaboration with parents is essential, especially during Ramadan or long-term attendance issues.

### 3.5 Interventions for Chronic Absenteeism

The school will implement:

- Parent meetings to identify underlying causes.
- Counselling and pastoral support.
- Attendance Improvement Plans (AIP).
- Academic adjustments if necessary.
- Weekly SLT monitoring.
- Recognition for improved attendance.

### 3.6 Attendance & Punctuality Targets

- Minimum acceptable attendance rate: **94%**
- Outstanding attendance: **96–100%**
- Punctuality target: **98%**
- SLT will review attendance monthly and report to the Board of Governors.

## 4. School Responsibilities

New Indian School must:

- Implement and communicate a RAKDOK/MOE-compliant attendance policy.
- Accurately record attendance through ORIZON Portal.
- Track excused vs unexcused absences using AA/SL codes.
- Contact parents immediately when absenteeism concerns arise.
- Implement timely intervention strategies.
- Maintain validated documentation for all absences.

- Ensure all records are compliant and audit-ready.
- Work collaboratively with parents to resolve attendance challenges.

## 5. Compliance

- Mandatory implementation from **Academic Year 2025–26**.
- Non-compliance may result in RAKDOK/MOE penalties or intervention.
- Attendance audits may be conducted anytime; discrepancies must be corrected immediately.

## 6. Feedback and Improvement

- Annual review in alignment with RAKDOK and MOE updates.
- Stakeholder feedback is encouraged for continuous improvement.

## 7. Version Control

Version Control	Next Date of Updation	Details	Next Review Date
V1	April 04, 2025	Policy Written	September 03, 2025
V2	September 03, 2025	Policy revised in alignment with MOE and RAKDOK Guidelines	March 02, 2026
V3	March 02, 2026	Policy updated	March 05, 2027



# 94% Attendance is the Foundation, 96%+ is Excellence



Track your progress monthly through ORIZON Portal.

## Three Types of Absences: Know the Difference

**AUTHORIZED ABSENCE (WITH VALID DOCUMENTATION)**

- SICK LEAVE:** Requires valid medical report.
- PRE-SCHEDULED MEDICAL APPOINTMENTS:** Plan ahead & notify.
- BEREAVEMENT:** Death of a first- or second-degree relative (excused for up to 3 working days).
- TRAVEL ACCOMPANIMENT:** Travel to accompany a first-degree relative for medical treatment (maximum 1 month; extension requires RAKDOK approval).
- OFFICIAL SCHOOL DUTIES & OBLIGATIONS:** Representing the school or mandatory appearance before an official body (requires prior notification).

**UNAUTHORIZED ABSENCE (WITHOUT DOCUMENTATION)**

- NO DOCUMENTATION:** Failure to submit required proof.
- TERM-TIME HOLIDAYS:** Vacations during school days are not permitted.
- 1-DAY ABSENCES:** Count as 2 DAYS.
- BEFORE/AFTER PUBLIC HOLIDAYS:** Count as 2 DAYS.
- CRITICAL LIMIT: 5 DAYS PER TERM (15 PER YEAR).** Exceeding leads to serious consequences.

**KEY RULE: MAXIMUM 5 UNAUTHORIZED DAYS PER TERM, 15 PER YEAR**

**DOCUMENTATION RULES & SUBMISSION**

**PRIMARY SUBMISSION:** Primary Submission of the Letter to the class teacher.

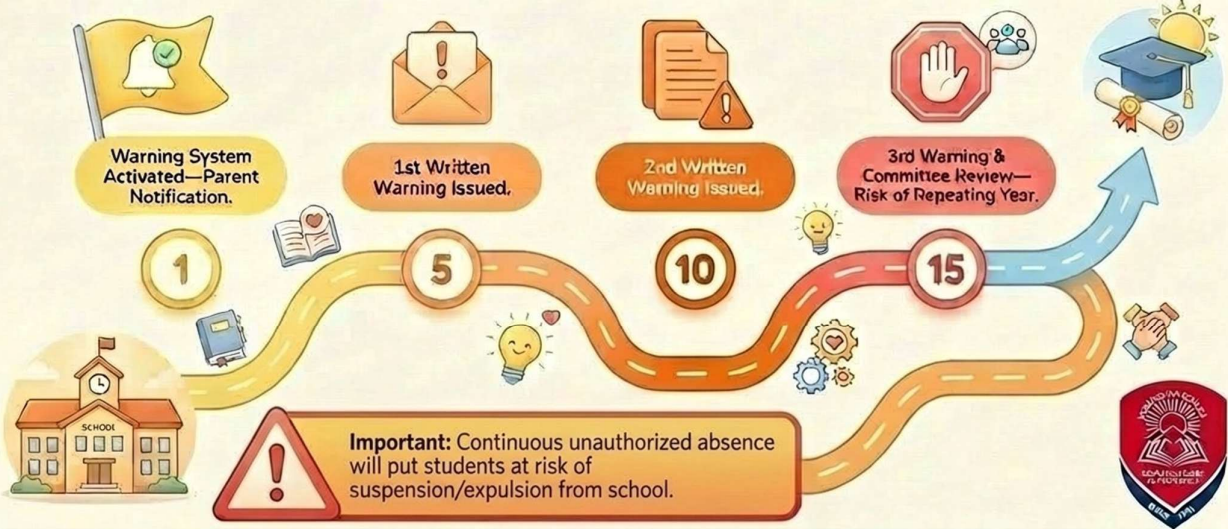
**ACCEPTED DOCUMENTS (CHECKMARKS)**

- MEDICAL CERTIFICATES:** Official doctor's note.
- OFFICIAL LETTERS:** From relevant authorities.
- APPROVED TRAVEL REQUESTS:** Pre-approved by school.



## The 3-Warning System Protects Your Child's Academic Year

Early intervention helps students stay on track.



## 4 Actions Every Parent Should Take Today

**1**



Save school contact numbers and report absences on the same day

**2**



Keep medical certificates and documentation ready for any absence

**3**



Schedule appointments outside school hours whenever possible

**4**



Understand that early exit from school is not permitted.

Questions? Contact NIS Administration

Phone: +971 72229993 | Email: support@newindianschool.com | Website: www.newindianschool.com

Together, we ensure every child reaches their full potential.





## Notification to Parents and Students Regarding Student Attendance (Remote / Offline)

### المدرسة الهندية الجديد NEW INDIAN SCHOOL

Attendance requirements for the academic year 2026-2027:

192  
DAYS

- Total number of working days is **192**.

- Minimum required attendance is approximately **181 days (94% of total attendance)**.

94%



- Attendance in all scheduled lessons is **mandatory**.



ALL LESSONS

ABSENT!



- Late entry to any class will be **marked as absence**.

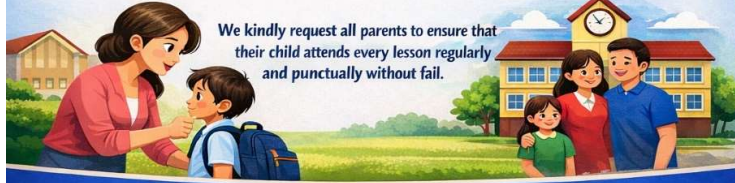


- Remote classes monitored by **RAK DOK**

- Attendance records submitted to **RAK DOK**



**Lack of required attendance** will directly impact promotion to the **NEXT GRADE!**



We kindly request all parents to ensure that their child attends every lesson regularly and punctually without fail.