



Attendance Policy

Ras Al Khaimah Department of Knowledge



1. Introduction

Ras Al Khaimah Department of Knowledge (RAK DOK) is committed to ensuring all private schools in Ras Al Khaimah maintain high attendance standards. Regular attendance is essential for students' academic success and overall development. This policy outlines the expectations and responsibilities of schools in managing student attendance effectively, in alignment with the UAE Ministry of Education (MOE) regulations.

1.1. Purpose

Attendance is a vital factor in student progress and academic achievement. Regular attendance ensures students actively participate in their learning and maximise their potential. Students who consistently attend all classes in school are more likely to support their academic, social, and emotional learning development.

Through this policy, we aim to:

- Establish clear school guidelines and expectations regarding monitoring and managing attendance.
- Promoting the importance of punctuality and regular attendance for academic attainment and overall development.
- Ensuring attendance is compliant with the RAK DOK's guidelines and requirements.
- Enhance student achievement by ensuring high levels of attendance and punctuality.
- Create a school culture where excellent attendance and punctuality are the norm and valued by the school and the broader community.
- Increase awareness among parents, carers, and students about the critical role of attendance and punctuality in every stage of a child's education.

1.2. Scope of Application

This policy applies to all private schools in Ras Al Khaimah and encompasses the following areas related to student discipline:

- Attendance recording, monitoring, and reporting.
- Management of excused and unexcused absences.
- Parental communication and engagement.
- Interventions for chronic absenteeism.
- Recognise excellent attendance for students.
- Setting attendance targets and accountability measures.

2. Definitions

Attendance Rate	The percentage of days a student is present in school compared to the total number of school days in the academic year.
Chronic Absenteeism	Absence from school for more than 10 consecutive or 15 non-consecutive days across the academic year without valid justification.
Excused Absence	An absence is supported by valid reasons such as illness, bereavement, or approved exceptional leave with appropriate documentation.
Punctuality	The habit of arriving at school and classes on time.
Unexcused Absence	An absence without valid justification or prior approval from the school.

3. Policy Statement

3.1. Attendance Monitoring and Reporting:

- Schools must maintain accurate and up-to-date attendance records for all students daily.
- Daily attendance must be recorded in the AL MANHAL system/ or any other relevant system approved by RAK DOK.
- Schools must promptly report chronic absenteeism (10 consecutive or 15 non-consecutive days of unexcused absences) to RAK DOK in writing.

3.2. Managing Absences:

- Schools must distinguish between excused and unexcused absences:
 - **Excused Absences:** Medical reasons, bereavement, or approved exceptional leave with supporting documentation.

The following types of absences shall be considered as authorised absences, provided they are supported by a signed letter from parents or official documents from the relevant authorities:

1. Illness is documented by a doctor's report and certified by official medical authorities.
2. Medical appointment scheduled before the absence.
3. Essential urgent family travel for matters such as medical care, escort leave, or a family death.



4. Travel outside the UAE to accompany a relative of first-degree relation during medical treatment under the condition of proof (via an official accredited certificate) for a period not exceeding one month during the academic year, extendable through permission of RAK DOK. Evidence of being outside the country.
5. Official and patriotic duties are assigned to the student by the school and approved by the school principal.
6. Death of a relative (of first and second-degree relation) for a maximum period of three days.
7. Absence for a period of a day or two consecutive days up to a maximum of five days during an academic year for reasons accepted by the school administration.

Where an absence is authorised, schools shall inform the student of work to be caught up and allow them to complete any assignments or tests they have missed.

- Schools shall have a procedure to follow up on all unauthorised absences after the attendance register is closed.
 - **Unexcused Absences:** Absences without prior approval or valid justification, including holidays during the academic term.
- Students are at risk of suspension / Expulsion from school in the following cases:
- Unauthorised absence exceeding ten consecutive or fifteen non-consecutive days throughout the academic year. The student must receive three official warnings - one warning for each five days of absence.

Schools should establish an educational committee to review and provide recommendations regarding the suspension of a student. Any decision to suspend a student must be recommended by the principal and approved by RAK DOK.

3.3. Punctuality:

- Schools must establish clear procedures for managing late arrivals and early departures, ensuring minimal disruption to the learning environment.
- Persistent lateness (or tardiness) must be addressed with appropriate interventions and parental engagement.
- Schools shall develop procedures to approve and manage student punctuality, register lateness, and issue late passes for students who are late to school.
- Schools shall excuse students late in the morning due to weather conditions or any other legitimate reason, subject to the school's judgment.



3.4. Parent and Student Engagement:

- Schools must communicate the attendance policy to parents and students through handbooks, websites, and meetings.
- Schools must work closely with parents to ensure they are aware of the importance of regular school attendance for their children, particularly during Ramadan
- Schools must inform parents promptly about unexplained absences or chronic absenteeism and work collaboratively to resolve attendance issues.

3.5. Interventions for Chronic Absenteeism:

- Schools must develop and implement intervention plans for students with chronic absenteeism, which may include:
 - Meetings with parents to identify underlying issues.
 - Counselling or support services for students.
 - Tailored attendance improvement plans.
 - Celebrate/ recognise improved attendance for students.
 - Student adjusted academic plan.
- Schools are advised to develop a policy to support at-risk students, including those with chronic absences of authorised and unauthorised days.

3.6. Setting Attendance and Punctuality Targets:

- Schools must achieve a minimum overall attendance rate of 92%.
- Schools should aim for outstanding attendance levels of 96%-100%.
- Punctuality should be monitored, with a target of at least 98% of students arriving on time daily.
- School principals and the Board of Governors are responsible for ensuring the school has plans in place to achieve the minimum overall attendance rates.

4. School Responsibilities

- **Policy Development and Communication:** Schools must develop a clear attendance policy aligned with RAK DOK and UAE Ministry of Education guidelines. This policy should be communicated effectively to all stakeholders, including students, parents, and staff.
- **Monitoring and Reporting Attendance:** Schools monitor student attendance daily and maintain accurate records of attendance. These



records must be submitted to RAK DOK through the AL MANHAL system as per reporting requirements.

- **Encouraging Attendance and Punctuality:** Schools must promote the importance of regular attendance and punctuality as a critical component of student success. This includes setting high standards and recognising students with exemplary attendance and punctuality records.
- **Managing Absences:** Schools must ensure that both excused and unexcused absences are tracked and documented separately. Parents must be notified promptly regarding unexcused absences or when patterns of absenteeism are identified.
- **Intervention for Chronic Absenteeism:** Schools must implement intervention strategies for students with chronic absenteeism. These strategies should include parent meetings, counselling services, and tailored attendance improvement plans to address the underlying causes of poor attendance.
- **Addressing Tardiness and Early Departures:** Schools must establish procedures for managing late arrivals and early departures to minimise disruption to the learning environment. Persistent issues must be addressed through engagement with parents and, if necessary, disciplinary measures.
- **Collaboration with Parents:** Schools must work closely with parents to reinforce the importance of regular attendance and resolve attendance-related issues collaboratively. This includes offering support and resources to families facing challenges that impact attendance.
- **Record-Keeping and Documentation:** Schools must maintain comprehensive attendance records and documentation of all communication and interventions related to attendance. These records must be available for review by RAK DOK during audits or upon request.

5. Compliance

- **Effective Date:** This policy shall take effect from the start of the Academic Year 2025/26. Full compliance from all private schools is expected by the beginning of the Academic Year 2025/26.
- **Enforcement and Penalties:** Schools that do not adhere to this policy will be subject to accountability measures as stipulated by RAK DOK, including possible penalties or other corrective actions. Non-compliance may result in intervention by RAK DOK as per UAE federal regulations.
- **Compliance Audits:** RAK DOK reserves the right to conduct periodic audits to ensure schools comply with the approved calendar policy. The school administration must promptly resolve discrepancies during these audits to avoid further action.

6. Feedback and Improvement

- **Annual Review:** RAK DOK will conduct an annual review of this policy to incorporate feedback, address emerging needs, and ensure it aligns with the latest educational standards and regulatory requirements.



- **Feedback Mechanisms:** Schools are encouraged to submit feedback on the attendance policy to RAK DOK, which allows for continuous improvement based on schools' practical experiences.

7. Contact Information

For any questions related to this policy, please contact: info@dok.rak.ae

8. Conclusion

By implementing RAK DOK's Attendance Policy, schools emphasise the significance of consistent attendance in promoting academic success and overall development. This policy establishes a standardised approach to managing attendance, which supports student achievement while aligning with the strategic educational goals of Ras Al Khaimah and the UAE.

9. Revision History

Policy reference no:	RAKDOK-POL-2025-06
Document name:	Attendance Policy
Effective date:	01.07.2025
Version:	01
Issue date:	01.08.2025
Updated on:	-
Updated by:	-
Reviewed by:	Executive Director

Note:

This policy is issued and controlled by Ras Al Khaimah Department of Knowledge (RAK DOK) the "Authority." It is understood that this policy is to be treated as confidential and the same should not be copied. Any disclosure in whole or in part for any purpose is considered as not **authorised** unless prior written permission is obtained from the Authority.