



Abridged Version of Student Attendance Policy

Purpose: Regular attendance is essential for student success, academic achievement, and personal development. This policy ensures discipline, responsibility, and a productive learning environment in compliance with ADEK and CBSE requirements.

General Guidelines

1. Daily Attendance:

- a. All students expected to attend school daily.
- b. Reporting Time: 7:20 AM
- c. School Assembly: 7:30 AM (mandatory for all students)
- d. Students using school transport must also arrive on time.

2. Attendance Requirements:

- a. **Minimum Attendance:** 90% as per ADEK requirements
- b. **School Events/Programs:** Attendance at School Annual Day, Sports Day, and other days of observations/celebrations is mandatory. Absence without valid reasons/approvals will be considered a policy violation.
- c. **Late Arrival Policy:**
 - i. Late arrivals recorded in student diary.
 - ii. Three instances of late arrival will result in a notification being sent to parents.
 - iii. Continuous late arrivals, despite cautions, will be considered a violation of the Student Behaviour Policy and will be classified as a Level One Offence.
- d. **Leave of Absence**
 - i. Must be supported by proper leave application.
 - ii. Unauthorized absences will be addressed as per the school's disciplinary procedures and counted as "Absence without permission," resulting in loss of attendance.
 - iii. Early departure not encouraged as it affects class continuity.
 - iv. Permitted only for genuine reasons with special request to Principal.
- e. **Implementation & Monitoring**
 - i. Class teachers and school administration monitor student attendance.
 - ii. Parents informed promptly about attendance issues.



Parents' Role in Ensuring Complete Attendance

- **Establish a Routine:** Consistent daily schedule with set bedtime and wake-up time for adequate rest.
- **Monitor Attendance:** Regularly check attendance records and communicate with school.
- **Encourage Punctuality:** Emphasize importance of arriving on time and effective time management.
- **Support Health and Well-being:** Ensure balanced diet, regular exercise, adequate sleep, and medical care when necessary.
- **Communicate with School:** Inform school of legitimate absences (illness, family emergencies) with proper documentation.
- **Promote Importance of Education:** Reinforce value of education and benefits of regular attendance.
- **Address Absence Concerns:** Work collaboratively with school staff to identify and address underlying issues.
- **Model Good Behavior:** Demonstrate responsibility and punctuality in own commitments.

Working together, we ensure every student maintains regular attendance and achieves their full potential.

Principal's Signature



AL SAAD INDIAN SCHOOL, AL AIN

MANAGED BY BHARATIYA VIDYA BHAVAN, MIDDLE EAST



Abridged Version of Admission Policy

Our Commitment:

We welcome all students regardless of race, gender, religion, disability, language, or special educational needs through a transparent, inclusive admission process compliant with ADEK guidelines.

How to Apply?

- 1. Online Application:** Submit via our website with required documents: students birth certificate, passport copies (parents and students), Emirates ID, photographs, immunization/medical records, and previous school reports and Transfer certificates.
- 2. Campus Visit & Assessment:** Age-appropriate interview/assessment for grade placement, campus tour, and meeting with our Inclusion team (if needed).
- 3. Enrollment:** Upon acceptance, registration of the child in ADEK's system and confirmation of placement.

Age Requirements (ADEK cut-off: 31st March)

Grade	Age	Date of Birth
Pre-KG	3 years	01-04-2022 to 31-03-2023
KG 1	4 years	01-04-2021 to 31-03-2022
KG 2	5 years	01-04-2020 to 31-03-2021
Grade 1	6 years	01-04-2019 to 31-03-2020

Inclusive Education: We welcome Students of Determination and those with Additional Learning Needs. Parents must disclose clinical assessments, previous IEPs/DLPs/Support Plans, and required educational accommodations during admission.

Transfer Students: Must provide attested Transfer Certificate, previous school reports, and Emirates ID (or signed undertaking if pending).

Note: Assessments determine grade placement and support needs - not admission decisions. Grade 11 direct admission requires entrance exam and ADEK approval.

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