



Student Attendance Policy

Ref. NECC-AD/CLN/POL/2026/021

Version 1.1

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1. Overview

This policy establishes MRC-NECC's expectation regarding student attendance and punctuality. It outlines MRC-NECC's obligations to promote regular attendance, address absenteeism and lateness proactively, and implement structured mechanisms to identify and support students at educational risk in alignment with ADEK requirements.

2. Purpose

The purpose of this policy is to:

- Set clear expectations for attendance and punctuality.
- Promote consistent student attendance to support student academic progress and well-being.
- Ensure absences are appropriately documented and reviewed.
- Support early identification of attendance concerns in accordance with ADEK guidelines.

3. Objective

The objectives of the Attendance Policy are to:

- Ensure timely follow-up of unreported absences.
- Identify absence rates that constitute a cause for concern.
- Implement structured intervention plans for students at educational risk.
- Ensure accurate daily recording and reporting of attendance via eSIS.
- Maintain productive learning throughout the academic year.

4. Scope

This policy applies to:

- All students enrolled in MRC-NECC.
- All staff responsible for attendance recording, monitoring, and reporting.
- All parents and guardians responsible for ensuring student attendance.

5. Glossary

MRC-NECC	Mohammed bin Rashid Center for Special Education Operated by The New England Center for Children – Abu Dhabi
eSIS	The Electronic Students Information System

7 Applicable Regulations

- ADEK Student Administrative Policy V1.1, September 2024.
- ADEK Enterprise Student Information System (eSIS) reporting requirements.

8 Responsibilities

Head of Student Engagement

- Develop, implement, monitor, review, and publish the Student Attendance Policy annually.
- Define attendance and punctuality procedures.
- Ensure the Attendance Policy is communicated to parents/guardians and published on the school website at the beginning of each academic year.

Student Affairs Manager

- Oversee accurate daily recording and reporting of attendance through ADEK's eSIS system.

Clinical Leadership

- Ensure accurate daily attendance recording and monitoring.
- Inform senior leadership of persistent attendance concerns.
- In collaboration with Family Liaisons:
 - Follow up on unreported absences in accordance with regulatory requirements.
 - Communicate attendance expectations to parents/guardians and promote the importance of regular attendance.
- Identify students with attendance rates exceeding defined concern thresholds.
- Implement intervention plans for students at educational risk.
- Escalate concerns in cases involving potential safeguarding risks.
- Facilitate learning continuity during authorized absences (according to student needs).
- Promote and reinforce positive attendance practices within the school community.

Parents / Guardians

- Ensure students attend school regularly and arrive on time.
- Provide valid documentation for authorized absences.
- Cooperate with the school in implementing intervention plans where attendance concerns arise.

9 Authorized Absences and Lateness

- MRC-NECC authorizes absences in accordance with ADEK Student Administrative Policy V1.1, provided appropriate documentation is submitted where required.
- Authorized absences may include:
 - Illness.
 - Death of a first- or second-degree relative.
 - Pre-scheduled medical appointments.
 - Mandatory appearance before an official body.
 - Urgent family travel for exceptional circumstances.

- Medical or therapeutic leave for students with documented needs.
- Government-mandated school closures or emergency directives.
- MRC-NECC excuses students who are late in the morning in cases of adverse weather conditions, or any other exceptional reason deemed appropriate by the school administration.

10 Attendance Reporting Guidelines

- MRC-NECC maintains Attendance Reporting Guidelines that outline procedures for:
 - Daily attendance data recording and reporting through eSIS.
 - Timely follow up on unreported absences upon the register being closed.
 - Identification of attendance patterns that may require review or escalation
 - a. Early Years (Level 1) student absence rates of 10% of the total school calendar days.
 - b. Early Years (Level 2) student absence rates 5% of the total school calendar days.
- MRC-NECC's Attendance Reporting Guidelines detail intervention procedures for any students with attendance/punctuality concerns and consider:
 - Behavioral, medical, and therapeutic needs associated with Autism Spectrum Disorder (ASD), reflecting the profile of the MRC-NECC student population.
 - Tailored support and effective communication and collaboration with parents/guardians of students with low attendance to implement interventions.

11 Policy Compliance & Review

- Adherence to this policy is mandatory.
- The policy will be reviewed and updated annually or as necessary within shorter intervals to ensure continued compliance with UAE regulations.

12 Final Approval

- This policy is approved by the Management and is effective as of 20-Feb-2026.

End of Policy