



المدرسة العالمية الأمريكية
UNIVERSAL AMERICAN SCHOOL

Al-Furqan Education Foundation

VISION

FOREVER DRIVEN BY KNOWLEDGE,
INSPIRED BY SUCCESS

MISSION

TO NURTURE AN INTERNATIONALLY
MINDED COMMUNITY OF INTEGRITY
AND ACADEMIC EXCELLENCE

VALUES

RESPECT, INTEGRITY,
COLLABORATION, EXCELLENCE

UAS ATTENDANCE POLICY

UAS ATTENDANCE POLICY	
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INTRODUCTION

At Universal American School, we place a high priority on student attendance and punctuality, recognizing their critical role in academic success. Research consistently indicates that frequent absences and lateness can significantly hinder a student's educational progress and future opportunities. Furthermore, inconsistent attendance may impede the development of strong peer relationships. Even occasional absences or late arrivals can accumulate over time, leading to loss of instructional time and negatively impacting overall learning outcomes.

In alignment with KHDA regulations, the Parent-School Contract outlines the expectation that parents take responsibility for 'promoting their child's attendance.' It further states that continued 'absenteeism will result in disciplinary measures and will affect the student's chances of enrolment for the upcoming academic year.'

KHDA attendance expectations are as follows:

- 98% outstanding
- 96% very good
- 94% good
- 92% acceptable
- Less than 92% weak
- Less than 90% very weak

POSITIVE REINFORCEMENT

At Universal American School, we are committed to fostering a culture of excellence and responsibility. As part of this commitment, we actively recognize and reward students for demonstrating consistent attendance and punctuality. These efforts are supported through our schoolwide Behavior Support system, which celebrates positive habits and reinforces our shared values.

Scorpion Points will be awarded for the following:

- 100% monthly attendance (10 points)
- 100% monthly no tardies (10 points)

ARRIVAL

At 7:20am UAS staff supervision begins. Students should not enter the building prior to 7:20am.

- PreK - 12: Students that arrive at school after 7:45am will be marked tardy.

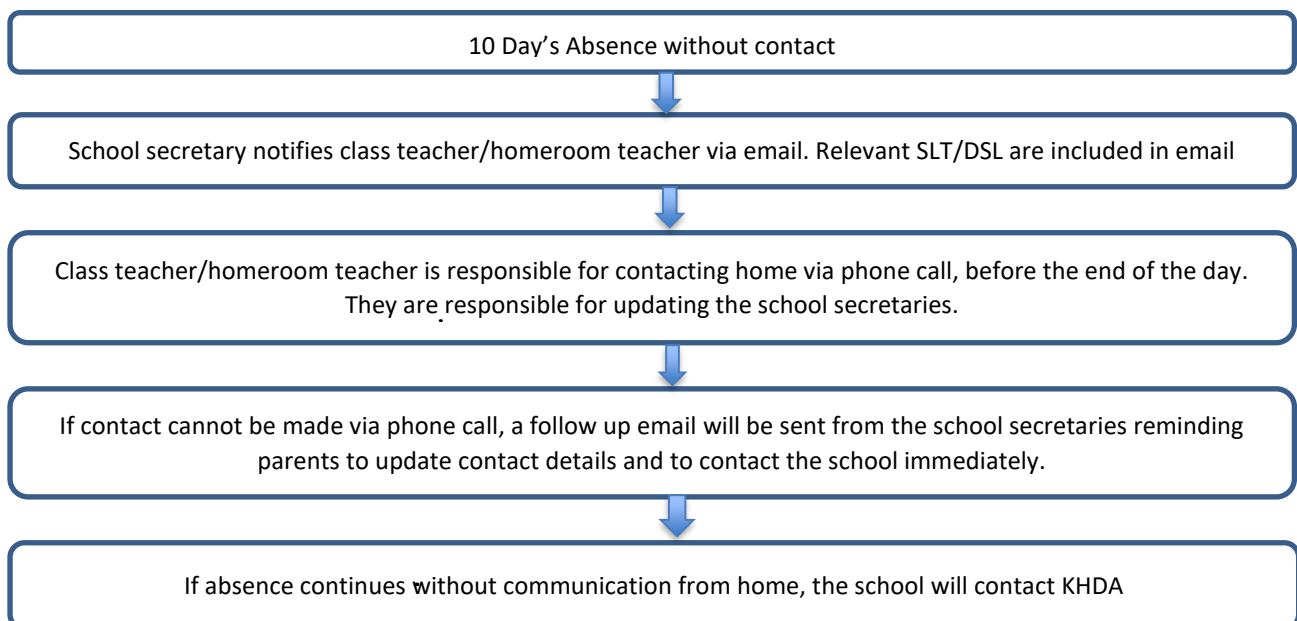
Timely and regular attendance is required by all students at Universal American School Dubai.

STUDENT ABSENCE FROM SCHOOL

- When a student is absent, parents must contact the school at 04 524 0444 ext. 2000 to leave a voicemail, email the school attendance@uasdubai.ae or email the Homeroom Teacher.
- For security and attendance recording purposes, parents or legal guardians must also input absence reasons into PowerSchool through the parent portal. These inputs will be instantaneous on Power School and reflect a child's attendance in real-time.
- Parents are asked not to send their child to school if she/he is unwell. A child must be free of fever for 24 hours without medication before returning to school. When an absence is due to sickness, a medical sick certificate or letter must be provided.
- If a student has a prolonged absence due to an illness, parents are asked to contact their teachers as soon as possible or before the third day of absence.
- Anticipated absences should be communicated to the school. UAS asks that families refrain from vacations, extended leaves, etc. during academic school days as it negatively impacts student learning. Parents should contact the divisional offices as soon as possible to notify the school.
- Any concerns about absence that do not fit this policy should be reported to the Safeguarding team.

10 DAY ABSENCE WITHOUT CONTACT

When children are absent from school for 10 days or more without contact from the parents, the following procedure should be followed. It is the responsibility of the school secretaries, in conjunction with the teacher/SLT, to ensure that records are kept and cross check that contact has not been made. At the discretion of the school, on the 10th day of absence, the principal may email KHDA to inform them that parents have not made the school aware of the reason for absence. KHDA may contact the parents directly and Child Protection may be contacted.





SCHOOL-APPROVED ABSENCES - ASSIGNMENT AGREEMENT

Students missing class for school-approved activities must meet with their teachers prior to their departure date to agree upon a study plan to minimize the effect that absences have on learning. This plan may include learning activities that the student needs to undertake while absent, as well as assignment and assessment make-up dates. Teachers will send an email to parents to confirm the agreed plan. Parents must confirm with the teacher/administrator in writing.

LEAVING CAMPUS EARLY

If there is an instance where you need to pick your child up before the end of the school day, please follow this procedure:

1. The Parent will come to reception to inform them that they are here to pick up their child.
Please note that early pickups will stop at 2:30pm.
2. Reception will contact the Elementary, Middle or High School office to request that their student be delivered to the reception area.
3. Student is sent to reception:
 - o PK-G1 are escorted by a staff member.
 - o G2-12 can be sent to the reception independently.
4. Reception marks the attendance for that student as EP (Early Parent Pick-up).

Upon leaving campus, the exit pass must be displayed to UAS security.

If the student is departing campus due to an illness, they will be signed out through the Health Clinic and UAS Reception.

EARLY DISMISSAL (OTHER THAN EARLY RELEASE FRIDAY)

Occasionally, students will be dismissed at noon during the school year. School transportation will leave at 12:15. All students are expected to have left campus by 12:15 pm. Parents will be notified well in advance of these early dismissal days and these days will be noted on the school calendar.

INTERVENTIONS TO SUPPORT STUDENT ATTENDANCE

The school will send home an automated email to parents when their child is absent from class. A phone call will be made if a parent has not notified the school of the child's reason for absence.

The following interventions will be used when students fail to maintain satisfactory attendance over the academic year, equivalent to:

- **10+ days:** Homeroom teacher communicates with parents
- **15+ days:** Grade Level Leader communicates with parents
- **20+ days:** Attendance meeting with Grade Level Leader and parents
- **25+ days:** Attendance contract issued with Assistant Principal and parents

Every possible support will be given to students who are ill or absent for long periods of time. Absence due to extended vacations or early departure at holiday times is strongly discouraged and will affect the overall attendance for the year.

As per the KHDA Parent-School Contract signed by all our families at UAS, repeated absenteeism may result in written warnings and a meeting with the principal or Director.

TARDINESS

We expect students to arrive punctually each morning and to every class on their schedule. We place great importance on developing punctuality as a sign of respect towards others in the community. Persistent tardiness will be followed up by the senior leadership team and where needed, the school Director. We understand that there may be infrequent situations when you are unavoidably delayed. If this is the case, please call the school by 7:40 am to inform our attendance team.

Parents can keep track of absences and tardies via the PowerSchool portal. Although the school routinely monitors absences and lateness and will contact families when they see a concern, it is the family's responsibility to monitor the absences and tardy limits. Up-to-date reports are available via the student and parent portal of PowerSchool.

INTERVENTIONS TO SUPPORT TARDINESS

Elementary School

The following interventions will be used when students fail to maintain punctuality over the academic year:

- **10+ tardies:** letter sent and HR teacher communicates with parents
- **15+ tardies:** letter sent and a meeting with parent, teacher and GL
- **20+ tardies:** letter sent and a meeting with parent and AP
- **25+ tardies:** letter sent and a meeting with parent and Principal

Secondary School

The following applies to **homeroom morning registration** for Grades 6 through 12.

The interventions will be used when students fail to maintain punctuality over the academic year:

- **10+ tardies:** Homeroom teacher communicates with parents
- **15+ tardies:** Student completes reflection with Grade Level Leader
- **20+ tardies:** Grade Level Leader communicates with parents
- **25+ tardies:** Grade Level Leader meeting with parents

Tardiness by course

Please note that secondary students are expected to maintain consistent punctuality expectations between their lessons and will be marked tardy if they arrive more than four minutes late to their lesson, without permission from another adult within the school.

If a secondary student is late to their lesson five or more times within a week, they will complete a reflection. Should this issue continue, teachers will contact parents to determine the next steps forward.

For all students, as per the KHDA Parent-School Contract signed by all our families at UAS, you must ensure your child arrives at school on time each day. Repeated tardiness may result in written warnings, a meeting with the principal, or suspension.

SKIPPING CLASS

A student is considered skipping class when the student is attending school but chooses to not report to a scheduled class without permission or a note from a staff member. Skipping class is considered as a 'Level 2' behavior which is clearly outlined in our behavior policy.

- Step 1:
 - Student will receive a reflection/detention
 - Teacher for class skipped will contact parents
- Step 2:
 - Student will receive a reflection
 - Member of Division Leadership Team will contact parents
- Step 3:
 - Student will receive one day of In-School Suspension
 - Member of Division Leadership Team will meet with parents and student
 - Family and a school representative will sign an Attendance Contract
- Step 4:
 - Student will receive one day of Out-Of-School Suspension
 - Member of Division Leadership Team will meet with parents and student
 - Family will be presented with an official warning letter
- Step 5:
 - Student will receive two days of Out-Of-School Suspension
 - Member of Division Leadership Team will meet with the parents and student
 - Family will be presented with an additional official warning letter
 - KHDA will be notified
- Step 6:
 - Family will be presented with the last official warning letter
 - KHDA will be notified that the student is no longer permitted to enroll within the school

SKIPPING SCHOOL

A student is considered skipping school when he or she leaves home on the way to school but does not report to or attend school. Skipping school is considered as a 'Level 3' behavior which is clearly outlined in our behavior policy. When a student does not come to school, the family will be immediately contacted and asked why they are not there. If the student is missing school without the parent or guardians' knowledge, the following actions will be taken:

- Step 1:
 - Student will receive one day of In-School Suspension
 - Member of Division Leadership Team will meet with parents and student
 - Family and a school representative will sign an Attendance Contract
- Step 2:
 - Student will receive one day of Out-Of-School Suspension
 - Member of Division Leadership Team will meet with parents and student
 - Family will be presented with an official warning letter
- Step 3:
 - Student will receive two days of Out-Of-School Suspension
 - Member of Division Leadership Team will meet with the parents and student
 - Family will be presented with an additional official warning letter
 - KHDA will be notified
- Step 4:
 - Family will be presented with the last official warning letter
 - KHDA will be notified that the student is no longer permitted to enroll within the school