



Effective From	AY 2024/25 (Fall term)
Compliance From	AY 2025/26 (Fall term)

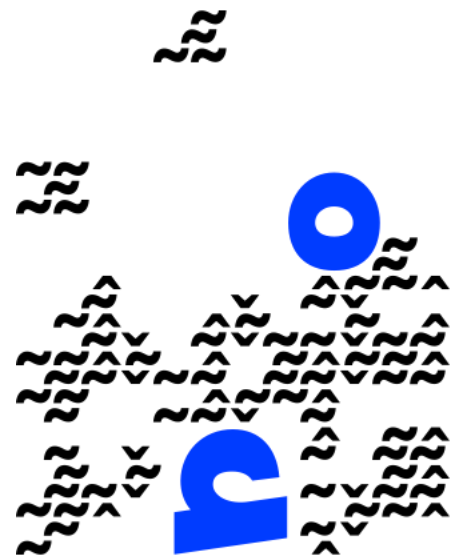
EARLY EDUCATION INSTITUTION **POLICY**

on

CHILD ATTENDANCE

Purpose

This policy sets out a clear framework for Early Education Institution (EEI) attendance planning and operations. It standardizes attendance rules and regulations and sets clear expectations for all stakeholders.



Definitions

Annual Calendar	A schedule comprising the number of days the EEI will be in operation, including the dates for the beginning and end of terms, mid-term breaks, end of term breaks, public holidays, EEI holidays, and any other dates as determined by ADEK.
Attendance Days	The days of the week and the number of days per week a child is scheduled to attend the EEI.
Carer	An individual employed by the child’s parents to look after their needs regarding hygiene, health, and safety. These individuals may also oversee the child’s drop-off and pick-up at the EEI.
Child	A person under the age of 4 years as per Federal Decree Law No. (51) of 2022 Regulating Nurseries.
Child Pick-Up Authority	The person authorized by the parents to pick up the child other than the parent.
Digital Attendance System	A digital “check-in and check-out” app that serves to record a child’s attendance and departure as per the date and time along with the child’s full name, key group, and days enrolled.
Early Education Institutions (EEIs)	All ADEK-licensed institutions that offer early years service (e.g., nurseries).
Key Person	A key staff member who is the primary contact for a key group of children and helps them feel safe and cared for.
Key Team	The team of staff in a child’s key group, whom they interact with daily and who take care of their physical, emotional, and educational needs, typically including the EE Educator, EE Assistant, and EE Aide.
Maltreatment	Any act, or omission of act (e.g., negligence) that would cause harm to the child and prevent their upbringing and development in a sound, safe, and healthy manner. This includes abuse (physical, emotional, and sexual), neglect, and exploitation.
Manual Attendance System	A register where a child’s attendance and departure are both entered manually along with the child’s full name, key group, days enrolled, date, and time.
Parent	The person legally liable for a child or entrusted with their care, defined as the custodian of the child as per Federal Decree Law No. (3) of 2016 Concerning Child Rights (Wadeema).
Unofficial Holiday	A non-attendance day at the Early Education Institution (EEI) that is not a public holiday declared by the UAE government, or an end of term break. This holiday is scheduled as per the EEI’s discretion (e.g., staff development, internal events, or unforeseen closures).

Policy

All EEIs shall develop and implement a Child Attendance Policy, ensuring that all child attendance procedures and rules are made publicly available on the EEI website and shared with parents at the time of registration via the Parent Handbook and Parent Induction Pack. The EEI Child Attendance Policy shall outline all processes, procedures, and rules with regards to:

1. Selection of attendance days
2. Recording daily arrival and departure of children
3. Maintaining records
4. Addressing absences (including unexplained absences)
5. Early drop-off and early pick-up of children
6. Late pick-up of children
7. Annual Calendar and Holidays

1. Selection of Attendance Days

EEIs shall offer flexible programs communicated to parents through official communication channels (including the EEI website) and at the time of registration when parents shall indicate in writing their selected weekdays and time slots on the registration form. These include:

- a) Attendance options (full or part-time) for all age ranges
- b) The minimum time slot offered for part-time attendees
- c) The maximum time slot offered for all attendees
- d) Early drop-off options and charges
- e) Late pick-up options and charges
- f) Afternoon care and extracurricular program options

2. Recording Arrival and Departure of Children

EEIs shall implement a central attendance system at the entrance (digital or manual) and record every child's arrival and departure time daily.

EEIs shall ensure that each child's daily attendance is also recorded accurately on eSIS, in line with ADEK requirements as per the Circular REF: PE/ECE2024/003.

3. Maintaining Records

To record and monitor all children's attendance accurately, EEIs shall export and save digital attendance logs every week, or if manual attendance logs are used, they shall be digitized and submitted to management at the end of each week.

4. Addressing Absences

EEIs shall promote and encourage good attendance by:

- a) Clearly outlining to parents the procedures for reporting their child's absence and the acceptable official reporting channels.
- b) Recording and following up on all absences and following a clear, defined process in case of a child's frequent and/or unauthorized absence.
- c) Following a clear, defined process in case of a parent's lack of response to their child's absence.
- d) Informing parents at the time of registration about:
 1. The rules and consequences of frequent and/or unauthorized absence, as well as continuous unresponsiveness.
 2. The EEI's role as mandated reporters, which authorizes them to report suspected maltreatment to the relevant Child Protection Center, if they suspect abuse or neglect, in line with Federal Decree Law No. (3) of 2016 Concerning Child Rights (Wadeema).
 3. EEIs shall be on alert in cases where a child's unexplained absence raises suspicion towards a child protection issue and shall be ready to follow the steps outlined by ADEK.

5. Early Pick-Up and Drop-Off

EEIs shall inform parents about their early pick-up and drop-off rules.

5.1 Early Pick-Up

- a) EEIs shall inform parents about the EEI early pick-up rules.
- b) EEIs shall receive early pick-up requests from parents in writing (via e-mail or communication app).
- c) EEIs shall document early pick-up conversations and maintain these records in cases of emergency when parents cannot send a written request in advance.
- d) EEIs shall record the departure time in the system before handing the child to the parent.

5.2 Early Drop-Off

- a) EEIs shall inform parents about the EEI early drop-off rules.
- b) EEIs shall include early drop-off charges in the EEI fee structure and registration pack.
- c) EEIs shall inform parents during registration that early drop-offs can only be accommodated if parents have given prior notice and outline the process for emergencies.

- d) EEIs shall remind parents of any early drop-off charges at the time of confirming the early drop-off.
- e) EEIs shall receive early drop-off requests from parents in writing (via e-mail or communication app).
- f) EEIs shall designate at least two staff members to receive early arrivals, one of whom shall be first aid trained (see [ADEK EEI Child Supervision Policy](#) for details).

6. Late Pick-Up

- a) EEIs shall ensure that parents are aware of their child’s session ending times and the final closing time of the EEI.
- b) Additional charges applicable for late pick-up (including terms and conditions) shall be included in the fee structure within the registration pack.
- c) EEIs shall clearly outline the steps they will follow if a child is not picked up at the designated time.
- d) EEIs shall immediately inform the key team of a child’s late departure.
- e) EEIs shall designate at least two staff members to supervise late pick-ups, one whom shall be first aid trained (see [ADEK EEI Staff Supervision Policy](#) for more details).
- f) EEIs shall review attendance timings with key team members and the parents in case of repeated late pick-ups.

7. Annual Calendar and Holidays

7.1 System-Generated Calendar Updates:

- a) EEIs shall use the ADEK system-generated calendar feature to develop and update their annual schedules, including official holidays, mid-term breaks, term breaks, professional development days, and parent engagement days.
- b) EEI shall ensure that the annual calendar, and/or any subsequent updates to it, are shared with parents, and published on the EEI’s website, where applicable, and on any other official communication platform.
- c) All calendar updates and related events shall be recorded in the Activities System, on the module for managing calendar updates.
- d) EEIs shall remain accountable for adhering to the annual calendar uploaded on the system.

7.2 Reporting Unofficial Holidays and Closures:

- a) EEIs shall ensure that unofficial holidays are mentioned on their annual calendar.

- b) EEI shall report closures to ADEK at least 90 days before the planned date (see [ADEK EEI Licensing Policy](#) for more details).
- c) In cases of unplanned or emergency closures, EEI shall notify ADEK in advance (where possible) and communicate such closures promptly to parents.

8. Compliance

- 8.1** This policy shall be effective as of the start of the Academic Year 2024/25 (Fall term). EEIs are expected to be fully compliant with this policy by the start of the Academic Year 2025/26 (Fall term). EEIs shall be compliant with the updated requirements in version 1.1 of this policy by Academic Year 2026/27 (Fall term).
- 8.2** Failure to comply with this policy shall be subject to legal accountability and the penalties stipulated in accordance with the ADEK's regulations, policies, and requirements, notwithstanding any other penalties imposed by Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties and its amendments or any other relevant law. ADEK reserves the right to intervene if the EEI is found to be in violation of its obligations.



References

- Federal Decree Law No. (3) of 2016 Concerning Child Rights (Wadeema)
- Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties and its amendments

Publication

2026 (March) ADEK_EEI_Child Attendance Policy_v.1.1

Department of Education and Knowledge, Abu Dhabi (ADEK)

This policy applies to Early Educational Institutions (EEI) in Abu Dhabi.

Current version:

Amended to add a new section outlining Annual Calendar and Holidays requirements and to include definitions for the terms used in that section.

Addition of reference to Circular REF PE/ECE2024/003.

Past versions:

- 2024 (September) ADEK_EEI_Child Attendance Policy_v.1.0
First published

