

EMIRATES FUTURE INTERNATIONAL ACADEMY

MUSSAFAH, ABU DHABI

ATTENDANCE POLICY- EFIA

- Online Learning Attendance in distance learning is mandatory just as face-to-face learning.
- Students need to login into their Learning Management System (LMS) provided by the school, as per the timetable provided by the class teacher.
- Attendance will be tracked through the online student management system by the faculty for each period.
- Students are expected to attend all classes regularly. It is the student's responsibility to obtain notes, handouts, and any other information covered when absent from class and to make up all class assignments or tests if permitted by the faculty.
- Incomplete or missing assignments will necessarily affect the student's grades. Faculty will report excessive and/or unexplained absences to the Counseling Department for investigation and potential intervention.
- **AUTHORIZED ABSENCE:** Allows the teacher to document an authorized absence, such as representing the school at an event, sickness of child or parent, or any device issues.
- **UN AUTHORIZED ABSENCE:** Allows the teacher to document un authorized absence, if the student is absent in the class without prior information.
- If Instructors are not taking attendance they will be notified and shall receive reminders via email. Department heads, supervisors and Vice principal will receive report of each class regarding their respective attendances. Each student shall also receive notifications via an email if they have not attended the class and or if they are marked as "absent"
- It is mandatory to attend all the online assessments and tests conducted during the E-learning programme as per the given timetable.

Principal