



**DUBAI  
BRITISH  
SCHOOL**  
EMIRATES HILLS

# Attendance and Punctuality Policy

This procedure is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Principal	
Date of review	August 2024
Date of next review	August 2025

## 1. RATIONALE AND PURPOSE

Good attendance is a foundation for academic achievement and it underpins all aspects of personal development. It establishes a responsible attitude towards the opportunities available in school and further education and it is the basis for the world of work. Dubai British School is committed to providing a full and effective educational opportunity for all pupils. It is the policy of the school to celebrate success. Attendance is a critical factor to a productive and successful school career.

## 2. POLICY STATEMENT

Our school actively promotes and encourages 100% attendance for all pupils. Our aim is to ensure that pupils arrive at school and to lessons on time. We strive for attendance that is consistently outstanding for all groups of pupils.

Outstanding	98% and above
Good	96%
Acceptable	92%
Unsatisfactory	Below 92%

All staff will be actively engaged in raising attendance levels. This will involve fostering good relationships between pupils and staff, being aware of the causes of poor attendance and ensuring that the curriculum is relevant and appropriate.

We will give a high priority to conveying to parents and pupils the importance of regular and punctual attendance. We recognise that parents play a vital role and there is a need to establish strong home school links so that we can work together whenever there is concern about attendance.

**NOTE: In accordance with UAE law a pupil may be permanently excluded if he/she is absent from school for 20 consecutive days or 25 non-consecutive days within an academic year. In such cases, the school does reserve the right to exclude your child, ask them to repeat a year or withdraw the offer of a place for the following academic year.**

## 3. GUIDING PRINCIPLES

- We require parents to inform us of any impending absence or immediate absence by telephone and by completion of the Absence Request Form. A doctor's certificate may be required from the second day of medical absence from school when a pupil has persistent attendance issues.
- All unauthorized absence will be followed up by text messaging.
- We will reward good attendance with termly certificates in assembly.

- The school will only consider authorizing up to two weeks absence for additional holiday time per year. Any other time taken for holiday leave will be considered unauthorized.
- Depending on the reasons for absence, staff will endeavour to assist absentees in catching up with missed work without disrupting the learning of other class members.
- The Heads of School, in consultation with the staff, will undertake systematic monitoring and, as a result, conduct regular reviews of the Attendance and Punctuality Policy and procedures in order to evaluate them to ensure that the operation is effective, fair and consistent.
- Full consultation will also take place with the pupils and parents of the school along with the Advisory Board. Note: This policy links with our policies for Extended Learning; Admissions and Child Protection.
- The School's response to repeated lateness will be the same as for absence, with letters sent out. Sanctions might include the withdrawal of the offer of a place for the following academic year.

#### **4. ROLES AND RESPONSIBILITIES**

- The Heads of School will be responsible for the school's policy and procedures and may delegate aspects of its day to day implementation and management to a designated member of the school's leadership team.
- All staff, including teachers, support staff and volunteers will be responsible for ensuring that the policy and procedures are followed, and consistently and fairly applied.
- The Heads of School and staff will ensure there is no differential application of the policy and procedures on any grounds, particularly ethnic or national origin, culture, religion, gender, disability or sexuality.
- Parents and carers will be expected to take responsibility for the attendance and punctuality of their child both inside and outside the school. In the event of absence parents are required to promptly provide a reason with medical evidence if applicable.
- Students will be expected to take responsibility for their own attendance and punctuality and will be made aware of the school policy, procedure and expectations.
- Registers are formal documents and should be marked with accuracy at the beginning of the morning registration session. Lesson attendance should also be marked at the beginning of each lesson.

- Register information is used by school administration staff to contact parents about absence. It is essential therefore that class teachers and tutors ensure that register records are accurate. If there should be a fire in school, an inaccurately marked register could result in a life being lost.

## **5. SUPPORT FOR PUPILS WITH ATTENDANCE PROBLEMS**

- Pupils will be monitored by the Form Tutor/Class Teacher/Head of Year if attendance falls below the figures stated in each appendix for any given half term. The pupil will be monitored and given a target and time limit for improvement.
- If no improvement is shown the parent will be contacted by telephone or letter or an invitation will be offered to discuss the situation in school.
- Joint strategies may be devised between parents, pupils, and staff. A time limit and targets will be set for improvement.
- Special programmes may be negotiated with pupils experiencing attendance problems using curriculum support, Tutors, Class teachers and Heads of Year.
- Children with long term illnesses or with emotional problems, including school phobia, will be supported by the school. Contact with parents and the pupil will be maintained. As far as is possible, work will be sent for the pupil and sent home.

## **Appendix A: ATTENDANCE PROCEDURES**

- Class teachers have the responsibility for monitoring attendance within each class and implementing procedures to improve attendance where necessary. Information about attendance will be passed to form tutors by the Head of Year.
- Class teachers register students using iSams at 7.55am.
- Late students, i.e. a student entering class after 7.58am must sign in at reception - green late passes are given to students which must be presented to class teachers as proof of sign in.
- Reception will send an SMS to all parents who have an unauthorized absence in iSAMS.
- Parents and guardians are required to provide a reason for their child's absence, with medical evidence where applicable. This should be done on the day of absence for safeguarding purposes.

