



**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. 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 reserves the right to exclude a student, ask them to repeat a year or withdraw the offer of a place for the following academic year. This will be reviewed on a case-by-case basis.

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 is required from the second day (48 hours) of medical absence from school when a pupil has persistent attendance issues. This should be emailed to the school nurse and/or reception.
- ▮ All unauthorized absence will be followed up by text messaging

- ▮ 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.
- ▮ 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.
- ▮ As a school we focus on being specific with recording absences/lateness, in order to determine not only when a child is absent/late but reasons why so we can identify patterns and behaviours that may lead to interventions and support.
- ▮ 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 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. The KHDA Parental Agreement states: *'Student absenteeism and tardiness affect the school's ability to provide effective educational services; the achievements of consistently absent or late students; and disrupts the learning experiences of other students in school.'*
- ▮ Secondary pupils will be expected to take responsibility for their attendance and punctuality and will be made fully aware of the school policy, procedure and expectations.
- ▮ School 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.

- ▮ The 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 or form tutors have the responsibility for monitoring attendance within each class or form and implementing procedures to improve attendance where necessary. Form tutors will work with their Head of Year regarding attendance data and context.

- ▮ Class teachers or form tutors will register students using iSams at 7.55am.
- ▮ Late students, i.e. a student entering class after 7.55am (after the national anthem) must sign in at reception - green late passes are given to students which must be presented to class teachers as proof of sign in. (Class teachers should redirect children who are late to gain a late slip).
- ▮ Reception will send an SMS to all parents who have an unauthorized absence in iSAMS.

Attendance and Punctuality Policy

Time Line	Member of Staff Responsible	Procedure
Half Termly Review of Absence and Lateness	Report produced by AHT Pastoral Parent conversation with class teacher.	Any students identified as below the acceptable percentage of 92% attendance or lateness are highlighted. Class teachers to have a conversation with parents and student to discuss. Absence is recorded in the termly progress report.
Following half term	Report run by AHT Pastoral Parent conversation with AHT.	If there is no significant improvement in attendance, parents of students highlighted will be contacted by AHT pastoral to discuss interventions/support necessary. Attendance and lateness to be closely monitored throughout the half term.
Following term/no improvement	Report produced by AHT. Formal letter sent from Head Teacher	Letter is sent to parents of the child issuing a formal warning that absent rate has dropped below acceptable KHDA percentage expectations and invited in to a meeting to create a plan to support attendance.
Absent from school for 20 consecutive/ 25 non consecutive days	Head Teacher and Principal	Parent meeting with Head Teacher and Principal to discuss repeating academic year or withdrawal of place.