

POLICY	Owner	Principal
	ID (Version)	001
	Published	Sep 1 2025
	Valid Until	Aug 13 2026
ATTENDANCE & PUNCTUALITY		



Dubai British School – Emirates Hills

Attendance and Punctuality Policy 2025 – 2026

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1. POLICY STATEMENT

Good attendance is the cornerstone of academic success and personal growth, fostering responsibility and preparing students for future opportunities in education and the workplace. At Dubai British School, we are committed to providing every child with full access to learning in a safe, supportive environment where appropriate supervision is maintained at all times. We believe in celebrating progress and excellence, working in partnership with families, and applying policies fairly and consistently so that every student can thrive. Attendance is not just a requirement—it is a vital part of unlocking potential and building a foundation for lifelong achievement.

2. BELIEFS

We believe:

- Safety and safeguarding are our priority: We ensure appropriate supervision at all times, maintain accurate records, and communicate promptly to protect every child’s well-being.
- Attendance empowers success: Consistent, punctual attendance unlocks learning, growth, and future opportunities.
- Partnership strengthens progress: Collaboration between school and families ensures every child thrives.
- Fairness for all: Equal application of policies guarantees every student the chance to succeed.
- Celebrate achievement: Recognising progress and excellence inspires motivation and a love for learning.
- Clarity builds confidence: Clear expectations and accountability help everyone stay on track.
- Support leads to growth: Challenges are met with care and tailored strategies to help students succeed.

3. STANDARDS

To ensure the Attendance and Punctuality Policy is enacted effectively, the following standards and procedures must be adhered to by all staff, students, and parents:

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- Teachers must accurately record attendance and punctuality daily using the approved platform, and the school will monitor compliance.
- The school will promptly communicate any unauthorised absence to parents or caregivers, with designated staff responsible for follow-up.
- Parents or caregivers must notify the school of all absences, planned or unplanned, and the school will share clear mechanisms for doing so through multiple channels.
- The school must maintain appropriate supervision at all times and have systems to locate any student who is absent, missing, or lost on campus or during external trips.
- Sustained good attendance must be recognised through age-appropriate rewards established by the school.
- The school will set and share expected attendance levels and provide support and motivation for students who fall below these thresholds.
- Persistent lateness or unauthorised absence will result in communication with families and may lead to sanctions, including withdrawal of a place for the following academic year.
- The school may authorise leave outside formal holiday periods for exceptional reasons such as attendance at weddings or funerals of immediate family members, medical appointments, compassionate consideration or UAE representation. All other requests may be considered unauthorised.
- Students with long-term illness or emotional difficulties must receive tailored support, including home learning where possible.

4. GUIDELINES

- Both Primary and Secondary schools will establish procedures to implement the policy (Attendance and Punctuality Procedures – Primary/ Secondary)
- Staff should be provided with onboarding and continuous training to ensure they have the capability to utilise the attendance platforms appropriately
- Where an absence is identified, it is expected that the school will communicate home via multiple channels until the child's location is confirmed
- The school should assign an attendance officer or person responsible to check registers and follow up on absence daily.
- Absence reporting instructions should be published in the parent handbook, school app, and website, with regular reminders via email and newsletters.

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- The school should provide an online absence request form and ensure staff know how to process it.
- Attendance records when offsite are equally important and staff should maintain accurate registers for every lesson and trip. The school will ensure there is a clear missing child protocol and will train staff on escalation steps.

5. RELATED DOCUMENTS

Document Title
Admissions Policy
Child Protection Policy
Attendance and Punctuality Procedures – Primary/ Secondary
Missing Child Procedure

6. ABBREVIATIONS AND DEFINITIONS

Abbreviation / Term	Description / Definition
NA	

7. AUTHORISATION HISTORY

Authority	Signature	Date
Principal		
Head of Primary		
Head of Secondary		