ATTENDANCE AND PUNCTUALITY POLICY

2026–2027

Policy Information			
Created Date	Not specified	Reviewed By	Not specified
Review Cycle	One Year	Next Review	September 2026
Principal			
Vice Principal			
Author of Policy's Role	ICT Department		
Prepared By	Ms. Kavya Lalwani	Signature	

Table of Contents

Section	Contents	Page
1	Policy Statement	3
2	Purpose	3
3	Scope	3
4	Definitions	3
4.1	Attendance	3
4.2	Punctuality	3
4.3	Authorized Absence	3
4.4	Unauthorized Absence	4
5	School Timings	4
6	Attendance Expectations	4
7	Roles and Responsibilities	4
7.1	Students	4
7.2	Parents and Guardians	5
7.3	Teachers	5
7.4	School Leadership	5
8	Attendance Monitoring	5
9	Procedures for Reporting Absence	5
9.1	Notification of Absence	5
9.2	Medical Absence	6
9.3	Planned Absence	6
10	Leave During Term Time	6
11	Late Arrival Procedures	6
12	Early Collection Procedures	6
13	Exceptional Circumstances	6
14	Remote Learning Attendance	7
15	Rewards and Recognition	7
16	Safeguarding and Student Welfare	7
17	Record Keeping and Confidentiality	7
18	Policy Review	8
19	Conclusion	8
20	Approval and Authorisation	8
21	Policy Review Data	8

1. Policy Statement

The school is committed to ensuring that all students attend school regularly, arrive punctually, and participate fully in all educational activities. Consistent attendance plays a vital role in promoting academic achievement, personal development, well-being, and positive social interaction.

This policy establishes clear expectations and procedures relating to attendance, punctuality, absence reporting, and parental responsibilities in accordance with the regulations and expectations of the United Arab Emirates educational authorities.

The school recognizes that strong collaboration between students, parents, teachers, and school leadership is essential in maintaining high standards of attendance and safeguarding student welfare.

2. Purpose

The purpose of this policy is to:

- Promote excellent attendance and punctuality among all students.
- Maximize student learning opportunities and academic progress.
- Ensure the safety, well-being, and safeguarding of students.
- Define the responsibilities of students, parents, staff, and school leadership.
- Establish clear procedures for reporting, recording, and monitoring attendance.
- Encourage positive attitudes towards attendance from the early years onwards.

3. Scope

This policy applies to:

- All students from FS1/Year 1 to Year 7
- Parents and guardians.
- Teaching and administrative staff.
- School leadership and support staff.

4. Definitions

4.1 Attendance

Attendance refers to a student being physically present in school and actively participating in learning activities.

4.2 Punctuality

Punctuality refers to students arriving at school and lessons on time.

4.3 Authorized Absence

An authorized absence is an absence approved by the school for valid reasons, including:

- Illness or medical appointments
- Family emergencies
- Religious observances
- Official school activities
- Exceptional circumstances approved by school leadership

4.4 Unauthorized Absence

An unauthorized absence is any absence without a valid reason or without prior approval from the school. Examples include:

- Family holidays during term time without approval
- Repeated unexplained absences
- Staying at home without a valid reason
- Excessive lateness

5. School Timings

Section	School Timing
FS1	7:30 AM – 12:00 PM
YEAR 1 – YEAR 7	7:30 AM – 2:00 PM

Students are expected to arrive at school at least 10 minutes before the official start time.

6. Attendance Expectations

The school expects all students to:

- Attend school regularly and consistently.
- Arrive punctually each day.
- Participate fully in all learning activities.
- Complete any missed work following absence.

Parents are expected to:

- Ensure their child attends school daily unless unwell.
- Inform the school promptly regarding any absence.
- Avoid arranging holidays during term time.
- Support the school in maintaining excellent attendance standards.

The school aims to maintain a minimum attendance target of 95% for all students.

7. Roles and Responsibilities

7.1 Students

Students are expected to:

- Attend school regularly.
- Arrive on time.
- Follow school rules and routines.
- Demonstrate positive behavior and engagement.
- Complete missed work following absence.

7.2 Parents and Guardians

Parents and guardians are responsible for:

- Ensuring regular attendance and punctuality.
- Informing the school before 8:00 AM when a child is absent.
- Providing supporting documentation where required.
- Maintaining open communication with the school.
- Supporting attendance improvement plans when necessary.

7.3 Teachers

Teachers are responsible for:

- Recording attendance accurately and promptly.
- Monitoring attendance and punctuality patterns.
- Reporting concerns to school leadership.
- Supporting students in catching up on missed learning.
- Promoting positive attendance habits.

7.4 School Leadership

School leadership is responsible for:

- Monitoring whole-school attendance data.
- Ensuring compliance with UAE educational regulations.
- Communicating with parents regarding attendance concerns.
- Implementing appropriate interventions and support.
- Promoting a culture of excellent attendance and punctuality.

8. Attendance Monitoring

The school monitors attendance and punctuality on a regular basis.

Attendance concerns may include:

- Frequent absences
- Repeated lateness
- Patterns of absenteeism
- Declining academic performance linked to attendance issues

Where concerns arise, parents may be invited to attend meetings to discuss strategies for improvement.

9. Procedures for Reporting Absence

9.1 Notification of Absence

Parents must notify the school through the approved communication channels, including:

- School application
- Email
- Telephone call

The reason for absence must be clearly stated.

9.2 Medical Absence

A medical certificate may be required for absences exceeding two consecutive days or where frequent illness-related absences occur.

9.3 Planned Absence

Requests for planned absence during term time must be submitted in writing to the school principal at least one week in advance. Approval is granted at the discretion of the school leadership.

10. Leave During Term Time

Parents are strongly discouraged from taking students on holiday during term time.

Extended absences may:

- Negatively impact academic achievement
- Disrupt continuity of learning
- Affect assessment outcomes

The school is not obligated to provide additional work for unauthorized absences.

11. Late Arrival Procedures

Students arriving after the official start time must:

- Report to the school reception.
- Obtain a late slip before entering class.

Persistent lateness may result in:

- Parent communication
- Formal warning letters
- Attendance monitoring procedures
- Meetings with school leadership

12. Early Collection Procedures

Parents requesting early collection of their child must:

- Inform the school office in advance.
- Sign the student out at reception.
- Present identification if requested.

Students will only be released to authorized adults listed in the school records.

13. Exceptional Circumstances

Exceptional circumstances may include:

- Serious illness
- Bereavement
- Family emergencies
- Government directives or emergency situations

All cases will be reviewed individually by school leadership.

14. Remote Learning Attendance

During periods of remote or blended learning, students are expected to:

- Attend online lessons punctually.
- Participate actively in lessons.
- Complete assigned work within deadlines.
- Follow the school's online learning expectations.

Attendance during remote learning sessions will be recorded and monitored.

Attendance percentage	UAE Framework judgement
At least 98%	Outstanding
At least 96%	Very good
At least 94%	Good
At least 92%	Acceptable
Less than 92%	Weak
Less than 90%	Very weak

15. Rewards and Recognition

Students who have improved attendance and/or punctuality will receive a letter home. Students with 100% attendance and no lateness will be rewarded at the end of each term and tutor groups with the best attendance will also be rewarded.

Heads of Year will decide on appropriate rewards for their year group, which may include:

- Attendance Certificates
- Mention in the school newsletter
- Mention in a school assembly
- A letter home
- A gift certificate

16. Safeguarding and Student Welfare

Regular attendance is an essential element of safeguarding and student well-being. The school reserves the right to investigate unexplained absences to ensure the safety and welfare of students.

17. Record Keeping and Confidentiality

Attendance records will be:

- Maintained securely and confidentially
- Reviewed regularly by school leadership
- Shared with relevant educational authorities where required
- Managed in accordance with school data protection procedures

18. Policy Review

This policy will be reviewed annually to ensure continued compliance with UAE educational requirements and best practice standards.

19. Conclusion

The school believes that excellent attendance and punctuality are fundamental to student achievement and personal growth.

Through a strong partnership between home and school, students will be supported in developing responsible attendance habits and a positive approach to learning.

20. Approval and Authorisation

Position	Name	Signature	Date
Principal			
Vice Principal			
School Director/Owner			

21. Policy Review Data

Next Review Date: September 2027

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ICT Department

Happy Home English School, Sharjah