



Attendance and Punctuality Policy

To create a school that unlocks the potential of every child

إلنشاء مدرسة قادرة على إطلاق العنان لإمكانات كل طفل

Approved/reviewed by	
Assistant Head of Pastoral	
Date of review	August 2023
Date of next review	August 2024

This procedure is reviewed annually to ensure compliance with current regulations



Attendance and Punctuality Policy

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. Safa 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 attendance for all pupils. Our aim is to ensure that pupils come to school every day and arrive at school on time. We strive for attendance that is consistently outstanding for all groups of pupils.

DSIB Guidelines for attendance are as follows:

Outstanding	98% +
Very Good	96% ≥ Attendance > 98%
Good	94% > Attendance ≥ 96%
Acceptable	92% ≥ Attendance > 94%
Weak	90% ≥ Attendance > 92%
Very Weak	Below 90%

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 taking action promptly to address concerns.

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. ATTENDANCE PROCEDURES

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Doors open

Primary School

The school is open for drop off at 7:15. Students go straight to class.

Secondary School

The school is open for drop off at 7:15. Students must wait downstairs until 7:30 and then report to their designated form rooms.

Registration

Primary School

Registers are taken at the start of the day.

Students must be in their classroom at 7:40 to be registered. If students are present and arrive later, they will be marked as Late.

Secondary School

Students must be in their form room at 7:35 to be registered for the AM session. If students are not in the Form room by the start of the National Anthem (7:39), they will be marked as Late.

Registers are taken at the start of every lesson.

Exit/ Entry to the School during the day: Whole School

If a student needs to leave during school hours, reception must be notified by parents via email/phone call in advance. Students must sign in and out of the school at the main reception and must not leave without authorisation. Parents must only communicate via reception. If students use their phones or emails to contact home, this will be dealt with through the behaviour policy.

If early pick up is not notified prior to the day of, there may be a wait time for your child to leave school.

Reporting Absence: Whole School

What should you do if your child is absent?

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To report your child as absent, please complete this [form](#) by **8am** on the day of absence. You must complete the form for **each** day your child is absent. Contact must be made with the school on each day of absence.

All unknown absences will be followed up by communication with parents either by phone call or email. This will remain unauthorised until the reasons for absence are known.

First day of absence

Where absence is unknown, the school will email home to find out the reasons for absence. Parents need to inform the school of the reason for absence.

Second day of absence

All unknown absences will be followed up with an email from the admin linked to the form. Parents need to inform the school of the reason for absence. Form tutors contact home to do a wellbeing check in and remind parents to send in the medical note for further absence in case of medical leave. If not, Absence will be unauthorised.

Where there are attendance concerns, parents may be invited in for a meeting to discuss the situation with Pastoral staff.

Third day of absence

On the third consecutive day of absence, a **medical note is required** to authorise the absence. This can be in the form of a prescription or a doctor's certificate. The nurse will follow up with an email, if a medical note is not received. Where a student has persistent absence concerns, a meeting may be arranged with the parents or with the Head of Year. Parents need to inform the school of the reason for absence.

Please email your medical evidence to our school nurse: nurse@safabritishschool.com

Fourth day of absence

On the fourth day of absence, the **nurse will contact home** and follow up the medical information.

If no response or acknowledgement is received, the absences will be unauthorised.

Primary School

Students who arrive into school after 7:40 will be marked as Late (L) on the register.

Students who are consistently late are disrupting not only their education but also that of others.

Parents of students who have patterns of lateness will be contacted by reception in the first instance, to discuss the importance of punctuality. If lateness persists, parents will be invited to attend the school for a meeting to discuss the persistent lateness and support offered.

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Secondary School

Students who arrive at school after 7:35 will be marked as Late (L) on the register. Students who arrive at their form room after 7:40am are late. Students who are late for school 2 or more times a week will attend the Late Club during their break time.

Students who are consistently late are disrupting not only their education but also that of others. Parents of students who have patterns of lateness will be contacted by the child's Form Tutor/ Head of Year to discuss the importance of punctuality. If lateness persists, parents will be invited to attend the school and discuss the problem and support offered.

All these procedures are very important as in the event of a fire drill, it is vital there is an accurate record of who is on the school premises.

What to do if your child has an appointment: Whole School

We ask that where possible, you make routine medical appointments and other appointments out of school hours. If this is not possible, we require notification in advance. Your child should attend school before the appointment and return afterwards where possible.

Please upload your appointment confirmation to this [form](#).

Request for Leave: Whole School

Wherever possible, we request that you avoid taking your child out of school during term. However, if this is unavoidable and you wish to apply for authorised leave, please complete this [form](#).

Holidays in term time

The school will only consider authorising up to **10 days** of absence for additional holiday time per year. Any other time taken for holiday leave will be considered unauthorised.

4. GUIDING PRINCIPLES

- We require parents to inform us of any impending absence or immediate absence as outlined above.
- All unauthorised absence will be followed up by communication with parents either by phone call or email. This will be reported and recorded in the children's termly report. The school will only consider authorising up to 10 days absence for additional holiday time/personal circumstances per year on a case-by-case basis. Any other time taken for holiday leave will be considered unauthorised. This will be recorded as an authorised absence on children's termly reports.

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- Staff will always endeavor to assist absentees in catching up with missed work without disrupting the learning of other class members.
- The AHT of Pastoral, in consultation with the staff, will undertake systematic monitoring and, as a result, conduct regular reviews of the Attendance and Punctuality Policy and procedures to evaluate them to ensure that the operation is effective, fair and consistent.
- 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.

5. ROLES AND RESPONSIBILITIES

Whole School

Senior Leadership Team

The Heads of School and AHTs 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.

Full consultation will also take place with the students and parents of the school along with the Advisory Board. Note: This policy links with our policies for Extended Learning; Admissions and Child Protection.

All Staff

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. All 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.

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 in secondary.

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.

Parents

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Parents and carers will be expected to take responsibility for the attendance and punctuality of their child both inside and outside the school as per the parent school contract.

Secondary Students

Secondary students will be expected to take responsibility for their own attendance and punctuality and will be made fully aware of the school policy, procedure and expectations. An Attendance and Punctuality TEAM is available with all the forms needed to report absence, request time off and contact email for the nurse. All students are expected to be part of this TEAM for information only.

6. SUPPORT FOR PUPILS WITH ATTENDANCE AND PUNCTUALITY CONCERNS

Primary School

- Pupil attendance and punctuality will be monitored by the Class Teacher/AHT of Pastoral. If attendance or punctuality falls below the figures stated in Part 2 of this policy, appropriate procedures will be followed – See Appendix A.
- If no improvement is shown, the parent will be contacted by telephone or letter and 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.
- Children with long term illnesses or with emotional problems, will be supported by the school. Where appropriate, in line with KHDA, distance learning will be offered.

Secondary School

Students will be monitored by the Form Tutor/Class Teacher/Head of Year, and if attendance falls below the figures stated in each appendix for any given half term, the student will be monitored and given a target and time limit for improvement.

If no improvement is shown, parents will be contacted by telephone or email, to meet with the school.

Joint strategies may be devised between parents, students, and staff. A time limit and targets will be set for improvement.

Promoting good attendance – Rewards and Incentives

We will reward good attendance with termly certificates in assembly.

Children with long term illnesses or with emotional problems, including school phobia, will be supported by the school. Contact with parents and the student will be maintained. A special

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programme may be negotiated with students experiencing attendance problems using curriculum support, Tutors, Class teachers and Heads of Year.

Home School Communication

Primary

Monthly emails will be sent home to parents to advise them of their child's attendance and punctuality.

Attendance - September

Dear "Parent",

Attendance Overview for "child's name":

% Attendance this term to 29/09/22	100.00%
% Lates	0.00%

- We strive for 98% attendance for all students.
- We strive for 0% unauthorised absence. Please inform us of any absence by 8am on the day of absence by completing this [form](#).
- After the 3rd day of absence, a doctors certificate must be emailed to the [nurse](#), or the absence may be unauthorised.
- Students must be in their class between 7:15-7:40, or they are marked as late.

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Secondary

Weekly emails will be sent home to parents to advise them of their child's attendance and punctuality.

Attendance - Weekly

Dear "Parent",

Attendance Overview for "child's name":

% Attendance this term to registration 29/09/22	100.00%
% Lates	0.00%

- We strive for 98% attendance for all students.
- We strive for 0% unauthorised absence. Please inform us of any absence by 8am on the day of absence by completing this [form](#).
- After the 3rd day of absence, a doctors certificate must be emailed to the [nurse](#), or the absence may be unauthorised.
- Students must be in their class between 7:35-7:40, or they are marked as late.
- If late 2 or more times in one week, your child will attend the late club during the school day.

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Appendix A: ATTENDANCE AND PUNCTUALITY ACTIONS

WHOLE SCHOOL ATTENDANCE

Offence	Frequency	Action
Attendance or absenteeism refers to frequent or habitual absence from school or lessons without a valid medical or school approved authorised absence.	Less than 92% attendance over one calendar month	See Appendix B
	Less than 92% attendance over two separate calendar months	See Appendix C
	Less than 92% attendance over three separate calendar months	Meeting arranged with parents, AHT and any relevant member of staff.

PRIMARY PUNCTUALITY

Offence	Frequency	Action
Punctuality refers to being late in coming to school at the start of the school day	Three in one term	See Appendix D
	Six in one term	See Appendix E
	Ten in one term	See Appendix F

SECONDARY PUNCTUALITY

Punctuality refers to being late coming to school at the start of the school day.

Late to AM registration means not in the form room by the time the National Anthem begins (7.39).

Offence	Consequence	Letter sent by	Letter
2 or more per week.	Late club ran by HOY/HOKS at break	Tutor	See Appendix D
Persistent lates/patterns	Late club ran by HOY/HOKS at break	Contact from Head of Year. Appendix E to be sent.	See Appendix E
Continued persistent lateness	Meeting with parents	Email home sent by Head of Key stage/SLT	See Appendix F

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Appendix B: Email 1

PRIMARY

Dear Parents,

Re: Attendance

Our records show that PUPIL NAME's attendance has been 92% or less over the past month. As per KHDA Guidelines for Recording and Monitoring Students' Attendance, a student is required to attend at least 98% of total classes for outstanding attendance. SBS actively promotes and encourages outstanding attendance for all our students.

School attendance is a major factor when it comes to school success and student behaviour and it is also a powerful predictor of student outcomes. Setting good attendance patterns from an early age will help your child later on in their life.

If there is any valid reason for your child's absence, please contact reception with supporting documentation.

Yours sincerely,

SBS Team

SECONDARY

Mr/Mrs/Ms ,

Re: Attendance

Our records show that PUPIL NAME's attendance has been 92% or less over this half term. As per KHDA Guidelines for Recording and Monitoring Students' Attendance, a student is required to attend at least 98% of total classes for outstanding attendance. SBS actively promotes and encourages outstanding attendance for all our students.

School attendance is a major factor when it comes to school success and student behaviour and it is also a powerful predictor of student outcomes. Setting good attendance patterns from an early age will help your child later on in their life. There is a direct relationship between attendance and academic success.

If there is any valid reason for your child's absence, please contact reception with supporting

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documentation.

Yours sincerely,
Secondary Pastoral Team
Safa British School

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Appendix C: Email 2

PRIMARY

Dear Parents,

Re: Attendance

I have previously communicated with you regarding PUPIL NAME's attendance. Your child's attendance is now a concern and may begin to impact their attainment and progress this academic year. We will be monitoring attendance closely and may need to arrange a meeting if there is not a noted improvement by the next attendance check.

If there is valid reason for your child's consistent absence, please do not hesitate to contact me. Please let me know if there is anything we can do to raise the attendance of PUPIL NAME.

Yours sincerely
SBS Team

SECONDARY

Dear Parents,

Re: Attendance

I have previously communicated with you regarding PUPIL NAME's attendance. Your child's attendance is now a concern and may begin to impact their attainment and progress this academic year. We would like to discuss your child's attendance with you in person, therefore, a meeting will be arranged.

Strategies and support where needed will be discussed in this meeting. If there are any exceptional circumstances for your child's absence that we need to be made aware of, please let us know.

Please find attached the attendance and punctuality policy for your information.

Yours sincerely
Secondary Pastoral Team
Safa British School

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Appendix D: Email 1

PRIMARY

Re: Punctuality

Dear Parents,

It has been noted that your PUPIL NAME has been dropped off to school late three times. Please be mindful that this may impact their curriculum coverage. We will continue to monitor the drop off times carefully.

Our records show that drop off timings for the PUPIL NAME have been:

Thank you for your cooperation,

SBS Team

SECONDARY

Re: Punctuality

Dear Parents,

It has been noted that your PUPIL NAME has arrived late to school three times this term. Please be mindful that this is causing a disruption to their learning and to the learning of others. Arriving late means that valuable curriculum time is being lost, which may have a direct impact on their attainment and progress.

Your child must be in school before 7:39 and register in their form room.

We will continue to monitor the arrival times closely and hope to see an improvement.

Thank you for your cooperation,

SBS Team

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Appendix E: Email 2

PRIMARY

Re: Punctuality

Dear Parents,

I have previously reached out to you regarding your child's drop off times. It has been noted that PUPIL NAME has been dropped off late to school six times.

Our records show that drop off for PUPIL NAME has been:

We will continue to monitor the drop off times carefully. Please note that when your child is consistently late, they miss crucial learning time which may have a direct impact on their attainment and progress.

Thank you for your cooperation,

SBS Team

SECONDARY

Re: Punctuality

Dear Parents,

It has been noted that PUPIL NAME has attended school late on numerous occasions. As a result of this, PUPIL NAME has already attended the late club as a consequence of this.

We are concerned that when your child is consistently late, they miss crucial learning time which may have a direct impact on their attainment and progress.

Your child must be in school before 7:40am and register in their form room.

Thank you for your cooperation,

SBS Team

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Appendix F: KHDA Email

Dear Parents,

It was been noted that {{pupil.txtfullname}} has been dropped off late several times over the past few weeks despite sending many reminders.

Kindly note that school drop-off time is **7.40am**. We therefore encourage you to drop your child at school on time and please be reminded that parent's responsibilities in the Parent-School Contract include:

- *Promoting child's attendance and punctuality and abiding by the timings set by the school for the start and the end of the school day*
- *Understanding that continued tardiness will affect student's chances of enrolment for the next academic year*

Thank you for your co-operation.

Yours sincerely,



SBS Team