



Attendance and Punctuality Policy

To create a school that unlocks the potential of every child

إلنشاء مدرس ةقادر ةعل إطالق العنان إلمكانات كل طفل

Approved/reviewed by	
Assistant Head of Pastoral	
Date of review	August 2024
Date of next review	August 2025

This procedure is reviewed annually to ensure compliance with current regulations

Attendance and Punctuality Policy

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.

Research shows that attendance and punctuality are the single most important factors in school success. Absence will impact upon a student's ability to maximise their potential. Occasionally there may be times when absence is unavoidable, and on these occasions, it will be the student's responsibility to catch up on all of the work missed. DSIB expectations are an attendance rate of over 98%.

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.

Band	Outstanding	Very Good	Good	Acceptable	Unsatisfactory
%	98%+	96% - 97%	94% - 95%	92% - 93%	Below 92%
What does this mean in reality?	...attending school every day	...no more than 7 days off	...no more than 10 days off	...no more than 14 days off	...more than 14 days off
Effect on your child's education	Well done. This means your progress is more likely to be outstanding. Research shows your attendance and attainment are very closely linked.	Well done. This means your progress is more likely to be good. Research shows your attendance and attainment are very closely linked.	Progress may not be as expected.	Progress will likely be hindered.	Your progress and attainment will be seriously affected.
What to expect?	Recognition	Recognition	Discussion with Form Tutor	Email home Set targets and improve attendance	Parent meeting Set targets and improve attendance

Commented [RB1]: To be amended and added to

'Absent' includes both authorised and unauthorised days off school. The only days off school which do not count as an absence are absences of educational value e.g. trips and exams.

Commented [RB2]: This is currently not understood by parents.

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.

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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 addressing concerns promptly.

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.

ATTENDANCE PROCEDURES

Doors open: The school is open for drop off at 7:15.

Registration:

Primary School: Students must be in their classroom at 7:40 to be registered.

Secondary School: Students must be in their form room at 7:35 to be registered for the AM session.

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.

Exit/ Entry to the School during the day

Children leaving school early:

Whilst we appreciate that sometimes early pick-ups are unavoidable, please note that we need a minimum of half a day's notice to facilitate early collection of children from classes. **Early pick-ups can only be facilitated until 12pm in FS1 and FS2 and 2pm in the rest of the school.** Proof of reason for taking their child must be shown on collection.

If the child normally uses the bus STS are informed that the child has gone home by providing STS with the yellow section of the form from the Exit pass. The exit pass must be shown to security on departure of the premises. For students leaving early from school, it is the responsibility of the parents to email and inform STS.

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.

Come to school at least 15 minutes before your expected departure time and allow enough time for a member of staff to collect your child from their class. It may take a while to collect your child and their belongings and bring them to you in reception, so please be patient.

You must report to reception so the receptionist can give you an exit pass. Our security team will not allow a child to leave the premises without this signed exit pass.

Commented [RB3]: Need to check our timings so reception is not busy for early pick ups to happen.

Commented [RB4]: What are we accepting?

Commented [RB5]: Can we get passes for STS and inform them?

Commented [RB6]: Collaborate with the security team so they know expectation.

Commented [RB7]: To be added to the early exit form

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Reporting Absence

What should you do if your child is absent?

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.** Students who do not qualify for reward's trips and who do not attend school will be marked as absent.

1st day of absence

Parents need to inform the school of the reason for absence. Please complete this [form](#) by **8am** on the day of absence. You must complete the form for **each** day your child is absent.



2nd day of absence

Parents must inform the school of extended absence.



3rd 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. Please email your medical evidence to our school nurse: nurse@safabritishschool.com

What to do if your child has an appointment:

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:

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.