

ATTENDANCE AND PUNCTUALITY POLICY

Policy Name	Attendance and Punctuality
Stakeholder	All
Policy Directory Reference	Grammar School
Policy Lead	Mr. Razia Ahmed
Role	Vice Principal
Approval	May 2026
Reviewed by	Mr. Benjamin Barry
Role	Principal
Review Date	November 2026

Mission Statement

Grammar school believe that every child matters and that learning should be fun, innovative, purposeful and challenging.

School's Mission

We are committed to delivering innovative and inspirational teaching that develops confident learners by:

- *Encouraging students to take ownership of their learning.*
- *Developing teaching strategies that are innovative, engaging and fun.*
- *Preparing our students for the challenges ahead and make them ready for life as global citizens.*
- *Enabling our students to become critical, independent thinkers who embrace lifelong learning.*
- *Ensuring that equal opportunity exists to empower our students to achieve their personal best.*
- *Promoting a positive and respectful partnership with students, teachers, parents and the wider community.*
- *Working closely with the school owners and Board of Governors to ensure resources are available to support teaching and learning.*

1. Introduction

Grammar School expects 100% attendance in all school days and punctuality to all lessons/activities for all students.

Absence from whole or part school days or late arrivals to lessons/activities will result in the student having less opportunity for supervised learning. This will increase the likelihood of having a negative effect on the outcomes of the student.

Attendance will be monitored and recorded daily in Grammar School, and summary statistics reported to parents.

The official KHDA definition of attendance as per the Dubai Schools Inspection Bureau (DSIB) is:

- 98% Outstanding,
- 96% Very Good,
- 94% Good,
- 92% Acceptable,
- Below 92% Unacceptable ('Weak', 'Very Weak')

2. Responsibilities

- The Principal is responsible for ensuring the Attendance policy and procedures are implemented and monitored in school and that every member of the staff is aware of the contents of the policy.
- School staff are responsible for implementing the Attendance policy on a day to day basis, and for ensuring the correct procedure is followed.
- Parents are responsible for enabling and encouraging regular attendance and for notifying the school of any absence by a student, either retrospectively or in advance, as appropriate to the absence.

3. Expected Attendance

Expected attendance in GRAMMAR SCHOOL is five days a week (Monday to Friday) as per the school term time calendar approved by the KHDA.

The school day is as follows:

Phase	Start of the Day	End of the Day
FS (Foundation Stage)	7:20am doors open, 7:30am registration	11:45 am
Years 1 - 6 (Primary)	7:20am doors open, 7:30am registration	1:45pm
Years 7 - 13 (Secondary)	7:20am doors open, 7:30am registration	1:55pm

As per the KHDA regulations, **Year 2 and above students who miss excessive days in any school year may be at risk of not being promoted to the next year group** unless they have been legitimately excused from school because of special circumstances. If attendance falls below 94% due to excessive unauthorised absence, the implementation of Level 2 violation sanctions will be triggered.

3.1 Unauthorised Absence/Truancy:

The following absences are regarded as unauthorised:

- Shopping trips
- Unnecessary travel
- Family events (birthdays, visitors, etc.)
- Other non-essential reasons

Students are considered to be truant if they are absent from school without their Parents'/ Guardians' knowledge or consent, or if Parents/Guardians have colluded with the student so that they are absent without authorisation.

If a student is absent for one class or period during the day without authorisation, the student is considered as truant. The school will immediately inform the students' parents of incidents of truancy and shall at an appropriate time and date meet with the parents and student to address such behaviour. Following such incidents staff will closely monitor the students' attendance and implement the behaviour sanctions as stated in the policy below.

Unauthorised absence/truancy is strictly prohibited and considered a Level 2 violation:

Any unauthorised absences of 10 consecutive days or more may ultimately result in the removal of a child's place from the school permanently.

For repeated unauthorised absences of 15 days or more during the academic year, we may either permanently exclude a student or withdraw their place for the following academic year. Grammar will issue parents with a written warning following the 3rd day of unauthorised absence. Note: If a student is absent for one class or period during the day without authorisation, the student is considered as truant and will be counted as one day's unauthorised absence.

Grammar school will issue warning letters prior to any implementation of an exclusion. The notice of expulsion will be issued by the Principal, following approval by KHDA and after three prior warning letters to the parent of the student concerned.

3.2 Authorised Absence:

The following absences are regarded as authorised:

- Illness (supported by a medical certificate after 2 days absence).
- Scheduled doctor appointments (supported by a doctor's confirmation).
- Death of a first or second degree relative.
- Essential urgent family travel for matters such as medical treatment or the death of a family member (must not exceed one month during the academic year. Must be supported by medical certificate/other official documentation). Note: any absence of more than one month duration must be approved by KHDA and, in addition to providing medical certificates or documents, KHDA also require a letter from the UAE embassy of the country they are visiting confirming the child is in their country).
- Participating in an official community task or event representing the UAE (i.e. sporting event) (supported by official documentation).
- Mandatory appearance before an official government body (supported by evidence of the appearance).

- Up to a maximum of 5 days for any reason that the school recognises and accepts upon the approval of the School Principal

Parents are expected to complete the absence form (online) 7:00 - 8:00 a.m. when their child is absent from school. [Absence link](#)

For authorized absences, Parents/Guardians who plan to have their children miss several days of school are required to notify the school at least ten days before the anticipated absence, in order to allow teachers time to prepare the list of assignments that will be missed during the absence.

Assignments and examinations may not always be available in advance and may have to be completed upon the student's return. Students are responsible for missed class work assigned when out of school for non-holiday reasons.

Please complete this form as soon as possible in order to notify the school so we can inform the concerned staff members.

Leave Application link: [Leave Application Form](#)

4. Early Dismissal

We want your child(ren) to have maximum attendance at GRAMMAR SCHOOL. However, we understand that sometimes, you may need to collect your child(ren) early from school for a valid reason.

Parents who need to collect their children before normal dismissal time, will need to come to the school office to complete an Early Dismissal Form.

This form needs to be signed by a Senior Leader, before being presented to Reception. You will need to collect your child(ren) from Reception for any early dismissal. **No child will be allowed to exit the premises without this approved form.**

5. Punctuality matters

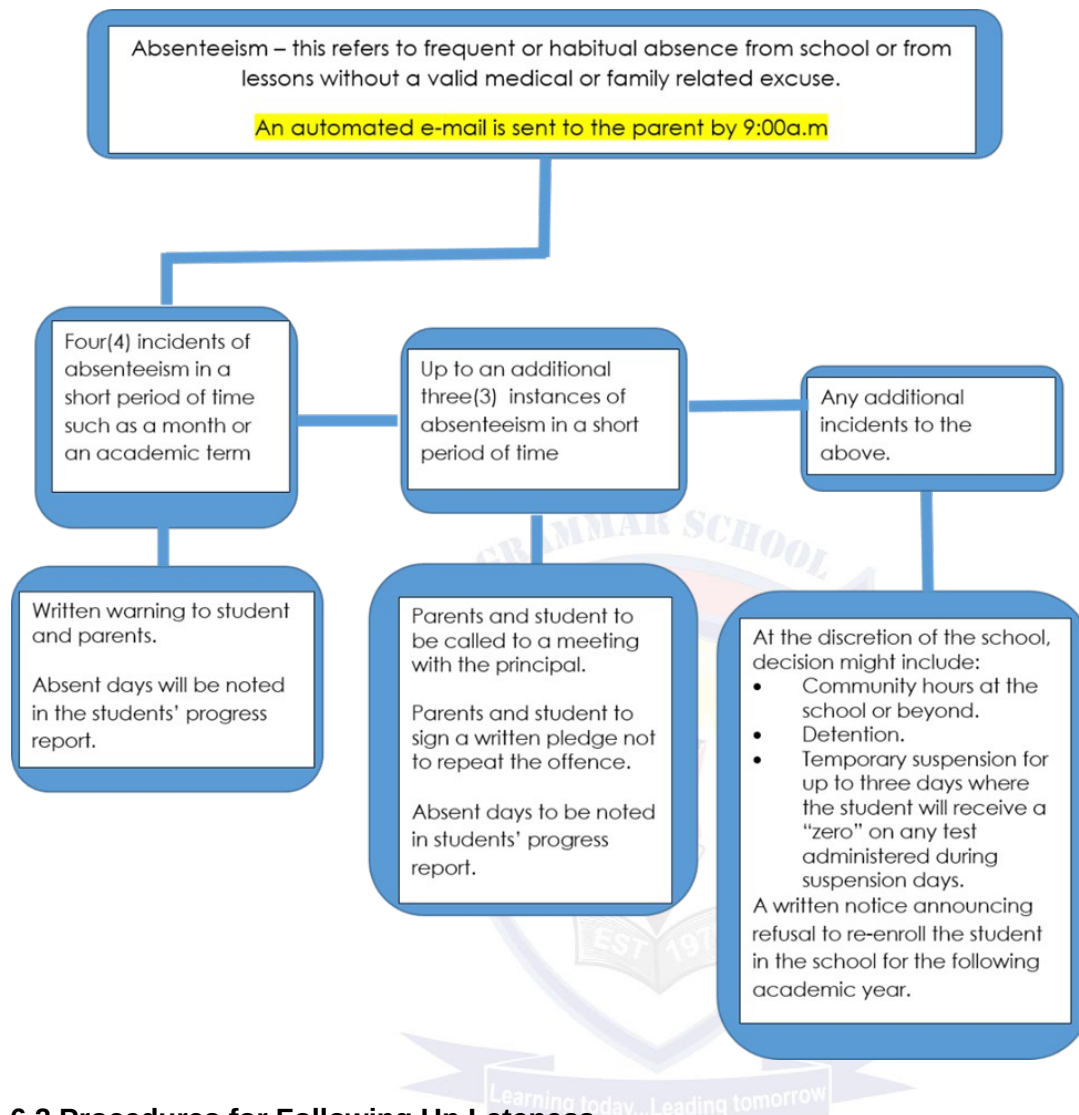
We expect students to arrive at school and to lessons on time. Punctuality to morning registration, assembly and lessons is vital and is considered a Level 1 violation if not adhered to. Tardiness will not be accepted without an acceptable excuse. Students who are continually late for registration will be managed in line with the agreed policy. Where there are adverse weather conditions, there will be some flexibility in responding to each students' circumstances and their punctuality.

- The school site is open for students from 7:20am.
- Students are advised to arrive in their form rooms promptly for morning registration at 7:30am.

6. Monitoring Attendance

Grammar school will comply with the legal requirement to complete attendance registers each day, using the set school procedures. Staff responsible for student registration will follow up reasons for lateness. Ongoing poor punctuality/ absence will involve the pastoral staff, student and parents. The school will also reward the positive aspects of attendance according to its policies of rewards and sanctions such as certificates for 100% attendance.

6.1 Procedures for Following Up Absences:



6.2 Procedures for Following Up Lateness

1. Students who come to school after 7:45am will report to reception and collect a "Late Pass" to enter the school.
2. Teachers are to send students back to reception if they do not have a late pass.
3. The Attendance team will compile a list of students who have arrived late to school two or more times that week. This is shared with the Phase Leaders.
4. A letter will automatically emailed to parents, informing them of the punctuality rule of the school.
5. Once students have received it for a 4th time, an appointment is made to discuss the matter.
6. Further incidences will be passed on to the Head of School(s) for further actions.

6.3 Internal Procedures for Absence

- Teacher marks attendance – 07:45am.
- Administration to send to missing registers to the Teachers and Pastoral Leads.
- Between 8am - 9am and email is sent to parents for those students who are absent.
- Teachers are emailed a list of absent students with no Authorised Absence for follow up.



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- The administration will monitor the Absence Form and update registers accordingly.
- Each week a list will be shared with Phase Leaders to follow up with attendance issues.
- Form Tutors to contact parents to complete the form with reasons/and or evidence.

Monitoring and Review

This policy has been discussed and agreed by the Grammar School staff and leadership team for implementation.

Signed:

Benjmain Barry

Date: May, 2026

Policy review date: November, 2026



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APPENDIX A

2.1.5 Attendance and punctuality						
Outstanding	Very Good	Good	Acceptable	Weak	Very Weak	
Attendance is at least 98%. Students are punctual to school and lessons.	Attendance is at least 96%. Students almost always arrive at school and to lessons on time.	Attendance is at least 94%. Students usually arrive at school and to lessons on time.	Attendance is at least 92%. Students generally arrive at school and to lessons on time.	Attendance is less than 92%. A minority of students consistently arrive late at school and/or to lessons.	Attendance is less than 90%. A large minority of students consistently arrive late at school and to lessons.	
Days/Lessons Missed in a Year						
0-6 Days / Max 42 Lessons	7-10 Days / 49-70 Lessons	11-14 Days / 77-98 Lessons	15 Days / 105 Lessons	16-18 Days / 112-126 Lessons	19-27 Days / 133-189 Lessons	
				Drop one grade in all subjects.*	This may lead to repeating the year. *	
Warning Stages						
	Reminder 1 Letter (Form Tutor)	Reminder 2 Letter (Year Leader)	Reminder 3 Letter (Key Stage Leader)	Stage 1 (92%) (Key Stage Leader)	Stage 2 (90%) Head of School	
*International Research has shown that low attendance can significantly affect academic progress - students on average drop at least one grade in majority of subjects and in cases of very weak attendance, this may lead to repeating the year. Poor attendance has a significant negative effect on the results and achieving required grades.						

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Stage 3: If there is no improvement, they will move to Stage 3. A Stage 3 letter will be issued, and their attendance will be monitored by the Principal or Vice Principal.