

ATTENDANCE AND PUNCTUALITY POLICY

Policy Name	Attendance and Punctuality
Stakeholder	All
Policy Directory Reference	Grammar School
Policy Lead	Ms. Razia
Role	Vice Principal
Approval	May 2024
Reviewed by	Mr. Benjamin Barry
Role	Principal
Review Date	May 2025

Mission Statement

Grammar School believes 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 develop 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.

Introduction

Grammar School, from its students, expects 100% attendance on all school days and punctuality for all lessons and activities. Absences or late arrivals can significantly reduce a student's opportunities for supervised learning, potentially leading to negative impacts on their academic outcomes.

Attendance is monitored and recorded daily at Grammar School, with summary statistics regularly 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')

Responsibilities

- The Principal is responsible for ensuring the Attendance Policy and procedures are implemented and monitored in school and 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.

Expected Attendance

Expected attendance in Grammar School is five days a week (Monday to Friday) as per the school 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 by 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.

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 School 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 expulsion. 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.

Authorised Absence:

The following absences are regarded as authorised:

- Illness (supported by a medical certificate after 2 days of 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).



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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 fill in the absence form (online- 7:00 - 8:00 a.m.) when their child is absent from school. [Absence link](#)

For authorised 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 during working days.

For applying leave, 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](#)

Early Dismissal

We strive for your child(ren) to have maximum attendance at Grammar School. However, we understand that there may be occasions when you need to pick up your child(ren) early for valid reasons.

If you need to collect your child(ren) before the normal dismissal time, please visit 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.**

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 7:20 am.
- Students are advised to arrive in their form rooms promptly for morning registration at 7:30 am.



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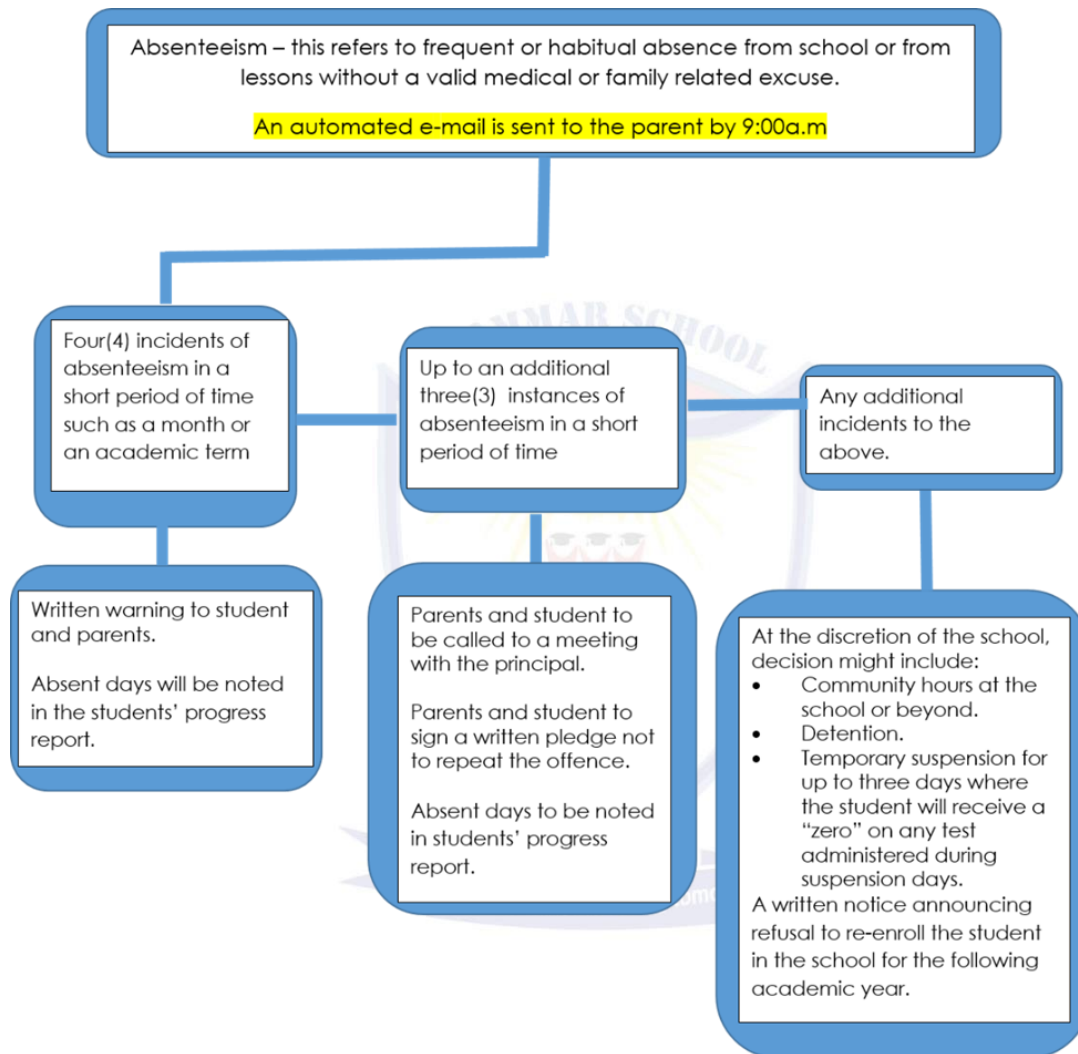
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P.O.Box: 11230, Al Garhoud, Dubai

**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.

Procedures for Following Up Absences:**Procedures for Following Up Lateness**

1. Students who come to school after 7:45 am 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.



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4. A Letter will automatically be emailed to parents, informing them of the punctuality rule of the school.
5. Once students have received it for the 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.

Internal Procedures for Absence

1. Teacher marks attendance – 07:45am.
2. Administration to send missing registers to the Teachers and Pastoral Leads.
3. Between 8am - 9am, an email is sent to parents for those students who are absent.
4. Teachers are emailed a list of absent students with no Authorised Absence for follow up.
5. The administration will monitor the Absence Form and update registers accordingly.
6. Each week, a list will be shared with Phase Leaders to follow up with attendance issues.
7. Form Tutors to contact parents to complete the form with reasons/ and or evidence.

Monitoring and Review

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

Signed:

Benjmain Barry

Policy review date: May, 2025

Date: May, 2024

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