NAME OF POLICY	ATTENDANCE AND PUNCTUALITY POLICY
APPROVED BY	PRINCIPAL AND DIRECTOR
APPROVED ON	15th MACH 2026
NEXT REVIEW	MARCH 2027

Distribution list:

- Principal & Director
- Designated Safeguarding Lead
- V.Ps
- Designated Child Protection Officer (HM of Phase)
- Deputy DSLs
- Supervisors
- School Counsellor
- Staff
- Parents
- Students

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Aims and Objectives – Our policy aims to:

- Emphasize the importance to all students about the need for maximum attendance.
- Make the students recognize the link between their attendance and their full potential achievement.
- Reinforce the notion that the parents are responsible for the regular and punctual attendance of their child.
- Stress the need for home and school to work in partnership to achieve high attendance.
- Promote a consistent approach across the school towards attendance matters.
- Make explicit to all (students, parents/guardians, teachers) the schools' expectations on attendance levels and support strategies to help students maximise their attendance.
- The school sees 98% attendance as the minimum expectation for all students and strives for all students to attend more than it.

Arrival and Dispersal

Senior wing:

- All students should be in school by 7.10 am.
- 7.15am- Prayer Time/ Assembly
- 2.30pm -Grade 6 to Grade 12 regular dispersal
- 4.00 pm- Afternoon activities, dispersal

Primary Wing:

- All students should be in school by 7.25am.
- 7.30am- Prayer Time or assembly
- 1.30pm -KG1 to Grade 5 regular dispersal
- 2.30pm- Afternoon activities dispersal

*School timings will change during Ramadan.

Procedures and Practices

- All students are expected to be present on the first and last working day of each term.
- Leave should not be availed casually, and students are expected to avoid extending leave during breaks or holidays. Any extension beyond the approved leave period requires prior approval (Emergency cases only).
- Leave must be applied through the School Portal. Please use the "Apply Leave" icon and upload the relevant supporting documents.
- If a student is absent without applying for leave through the portal, an SMS notification will be sent to the parents.
- For leave without information, an offense is automatically marked in the Behaviour Management System policy.
- If leave extends beyond 10 working days, the Ministry-approved medical certificate is required.

- A **Ministry of Health (MOH) Sick Leave** certificate must be submitted if a child is absent due to illness on an exam day. **Other types of medical certificates** will not be accepted.
- The school will contact the parent/guardian by telephone or via teams on the first day of absence if no notification is received.
- If a student is expected to arrive late or leave early, the class teacher should be notified in advance through mail.
- If a student is absent due to participation in a school activity, they will be considered "on duty" and marked present. (Attendance will be confirmed based on official school records.)
- All attendance and punctuality matters are recorded in the School Portal System (Behaviour Management System).

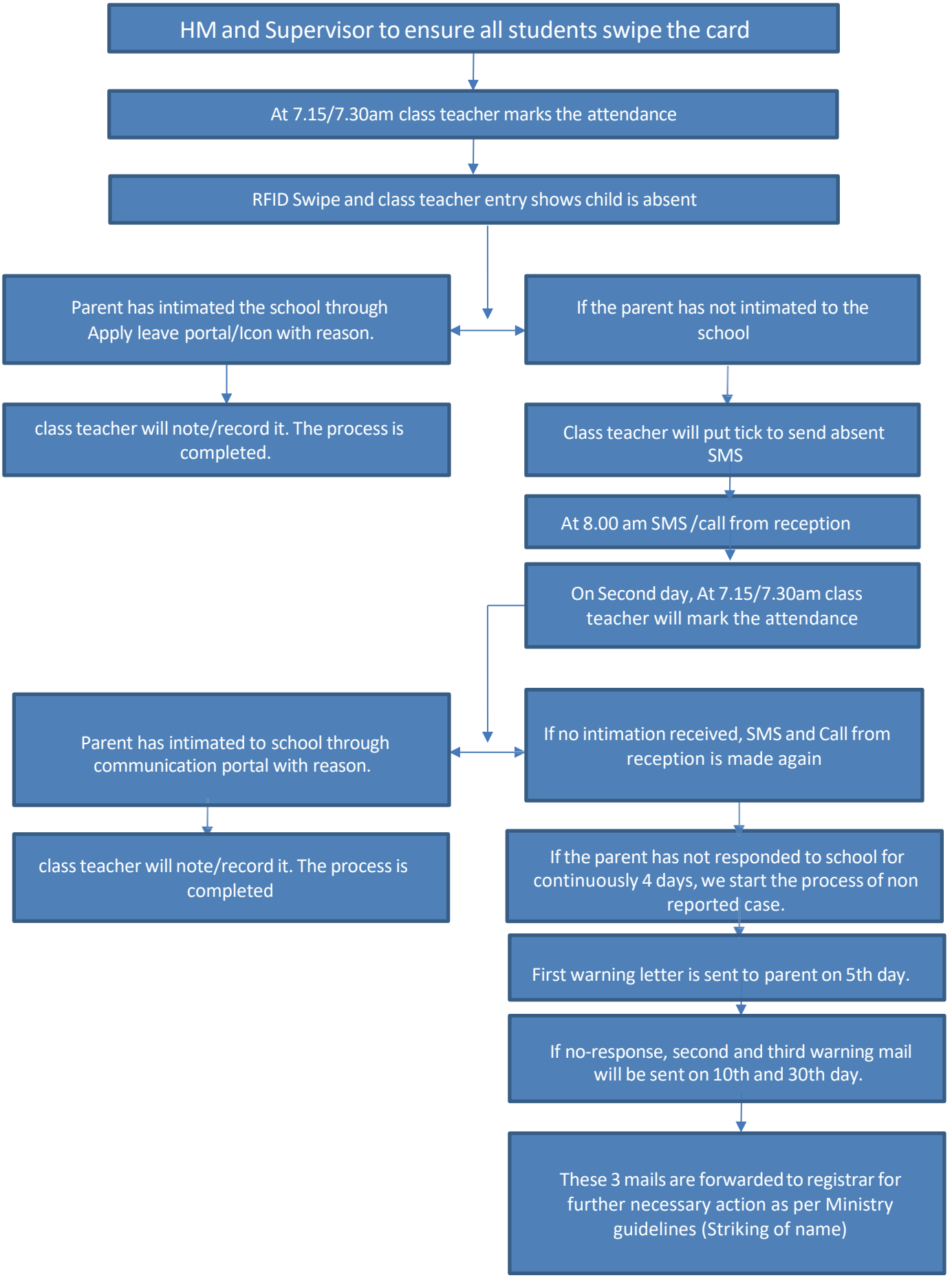
Tardiness

- **Senior Students:** School begins at **7:15 AM**. Students are expected to arrive before **7:10 AM**.
- **Primary Students:** School begins at **7:30 AM**. Students are expected to arrive before **7:25 AM**.
- Students arriving after the designated times will be considered late.

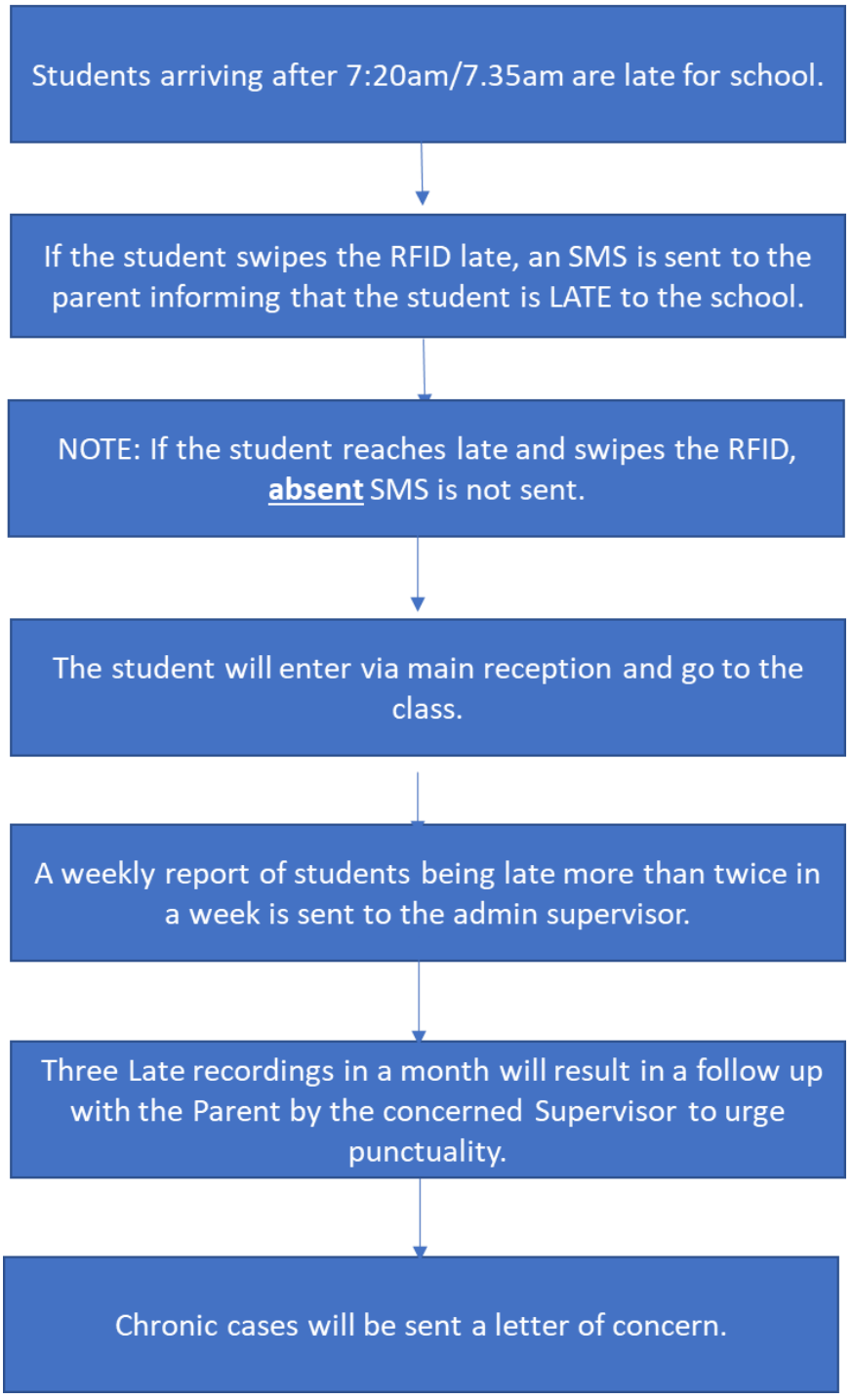
- If a student reports late to the school, an automated SMS is sent to the parents.
- For arriving late to the school an offense is automatically marked in the BMS (Behaviour Management System) policy.
- Early dispersal of students will not be permitted unless there is an emergency. In such cases, prior intimation must be given to the class teacher and the Supervisor. A gate pass must be duly signed by the HM/Supervisor to authorize the early departure.

Note: It is the Class Teacher's responsibility to update attendance records if a student arrives late but has signed in through the proper procedure.

SOP for Absentees



SOP for TARDINESS



Persistent Absenteeism:

- A student becomes a 'persistent absentee' when their attendance record is a cause for concern.
- Absence at this level is doing considerable damage to the child's educational prospects and we need parents' fullest support and co-operation to tackle this. Some of the actions that may be taken by the school are:

1) Warning letter issued to parents by the school after recognition of on-going absence problems.
2) Meeting with parents will be set up to establish circumstances.
3) As per the UAE Ministry of Education regulations, students who miss 25 days or more in any school year may be at risk of not being promoted to the next grade unless they have been legitimately excused from school as a result of special circumstances. These special circumstances must be clearly communicated and agreed upon with the School Headmaster/Headmistress prior to the absence. Examples include extra-curricular participation or extended illness.

Early Dismissal from school

- Security checks the ID / purpose and gives a temporary RFID to the parent in lieu of their personal ID (Emirates ID or Driver's license) at the gate before entry to the school.
- Parents informs the staff at the reception regarding the early dismissal.
- Parents fill an early dismissal form (gate pass) which will be issued by the concerned block Supervisor. This gate pass must be handed to security on the way out of the school buildings. No child will be allowed to exit the premises without this procedure.
- No other person will be allowed to collect the child without a consent letter from the parents. The authorized letter sent must have the copy of Emirates ID of the concerned person. The school upholds the final decision for approval in this case.
- The school cannot allow students to leave the building on their own during the school day, no matter the age of the student.

NON-REPORTED CASE

- Class teachers call the parents
- If no-response, first mail will be sent on the same day emphatically.
- If the parent has not responded to school for continuously 4 days, we start the process of non-reported case.
- First warning letter is sent to parent on 5th day.
- If no-response, second and third warning mail will be sent on 10th and 30th day.
- Prolonged absence (of 30 days) will result in striking off the name of the student from the school record after three mails.
- These mails are forwarded to registrar for further necessary action

Policy Review:
This policy is to be reviewed annually, though any deficiencies in Attendance & Punctuality Policy will be remedied without delay.