

Rationale

Excellent attendance and punctuality impacts positively and directly on student achievement.

It is the collective responsibility of school, parents and students to ensure that students achieve and maintain excellent attendance in order to meet the school's expectations and satisfy the ongoing requirements of the school's admission policy.

This policy is in line with the UAE Federal Inspection Framework and the requirements of ADEK, the local regulatory body.

Definitions:

Attendance: The state of being physically present in class or at school. The attendance rate is recorded as the proportion of whole school days attended relative to the total number of school days as per the approved school calendar.

Punctuality: Arrival on time for school/class

A full list of definitions can be found Appendix 1 [LINK](#)

Procedure for reporting absences

When a child is absent from school without prior permission, parents should inform the school via the email absence@reachbritishschool.com before 8:15 am.

In the case of all unreported absences, parents will be contacted within 2 hours of the attendance register being closed. Attendance will be reported to ADEK daily on eSIS.

Sickness

Whilst we understand that sickness is inevitable, parents should make every effort to ensure all non-urgent medical appointments are made outside school hours. Where it cannot be avoided, students should attend school for as much of that day as possible.

Parents should inform school by emailing absence@reachbritishschool.com as soon as they know their child is going to be absent from school and attach any medical certification explaining prolonged absence. If medical certificates are not provided on request it may result in the absence continuing to be classed as unauthorised.

Categories of absence

Authorised Absence

- We will authorise absence in the following instances in line with ADEK guidelines (shown in Appendix 2), providing that they are supported by communication from parents via the portal and, if appropriate, official documents from the relative authorities.
- Only where an absence has been authorised, school shall inform the student of work to be caught up and shall allow the student to complete any assignments or tests that they have missed.

Unauthorised Absence

- Absences will be treated as unauthorised unless a satisfactory explanation for the student's absence is given to the school.
- Parents cannot authorise absences.

List of reasons for authorised absence (listed on iSams) [Appendix 2 LINK](#)

Truancy

Truancy is strictly prohibited and considered a violation by the local ADEK regulatory body. Further information on how we deal with truancy can be found in the schools behaviour policy and/or the ADEK Student Behaviour Policy.

[A full list of roles and responsibilities can be found in the appendix within this document.](#)

Attendance and Safeguarding

Knowing whether or not our students are in school is vital in safeguarding the students in our school. Following the ADEK guidelines, **the school has a system in which all parents of unaccompanied Cycle 3 students and upon request for students in any grade below Cycle 3, will be notified of their arrival and departure, in line with the ADEK Safeguarding Policy.**

For compulsory grades (**Grade 1/Year 2 and above**), we will identify students with unauthorised absence rates above 5% of the total calendar days outlined by ADEK as a "cause for concern".

We will identify and determine whether the student is at educational risk, in line with the *ADEK Educational Risk Policy*.

If the absences lead to reasonable suspicions of maltreatment (neglect), the school will report this in line with the *ADEK Student Protection Policy*.

For the **FS1/FS2 classes**, we will identify a student's overall absence rates (including authorised and unauthorised absences) above 10% of the total calendar days outlined

by ADEK, as a “cause for concern” and are authorised to further escalate, in line with the *ADEK Educational Risk Policy* and/or the *ADEK Student Protection Policy*, if applicable.

We will advise the student's parents that persistent absences may have an impact on student learning and progression.

For our students with additional learning needs, we will aim for them to comply with the school's attendance requirements as detailed above. However, given these additional learning needs we are authorised to accommodate leaves requested for medical or therapeutic reasons.

Any student who we consider to be “at educational risk” due their poor attendance or punctuality shall work with the concerned students and their parents to implement an intervention plan in line with the *ADEK Educational Risk Policy*.

Monitoring and Reporting Attendance

At the end of October, December, February and April attendance will be checked.

Where attendance has fallen below 95% the following will happen:

- The first Attendance Concern letter will be sent out by Deputy Head Pastoral when unauthorised absence rises higher than 5%. At this stage the parents will be invited to meet with the Deputy Head Pastoral.
- If the unauthorised absences persist above 5% a second Attendance Concern letter (signed by the Head of School). At this stage the parents will be invited to meet with either the Head of Primary or Head of Secondary.
- In any case where unauthorised absence continues to be above 5% and therefore a concern for student wellbeing a third Attendance Concern letter will be sent out and parents will be invited to meet with the principal.

[Templates for family contact](#)

Recognising excellent or improved student attendance

Given the importance of attendance in improving student academic performance and wellbeing, we will aim to promote and celebrate excellent attendance wherever is reasonably possible.

We will do this in the following ways:

- Managing absences in accordance with the guidelines issued by the ADEK Student Happiness Committee.
- Safeguarding against travel-related absences during periods before school breaks by verifying that lesson plans enable positive engagement in productive learning throughout the academic year (e.g., lesson plans are not designed to be

“light” in the last week before the end of the term in anticipation of student absences).

- Communicating and working effectively with parents, students, and school staff about the importance of good attendance, the rules of attendance, and the consequences of poor attendance.

Rewarding good attendance

We reward and encourage excellent attendance through announcements of classes with 100% attendance. Every week the class with the best attendance is announced in year group assemblies, they receive an attendance certificate and hold the year group cup for the week. These results are announced in the newsletter. On a termly basis children with full or significantly improved attendance and excellent punctuality receive a certificate and award.

Punctuality

Schools shall excuse students who are late in the morning in the case of adverse weather conditions, or any other exceptional reason deemed appropriate by the school administration.

In order to manage and monitor punctuality, students are required to register at the reception to obtain a late pass before proceeding to their class or lessons. This is recorded on iSams.

- Where a student is late on three occasions within an academic year, the form tutor (Secondary) or class teacher (primary) will contact the parent via email.
- Where a student is late on 8 occasions within an academic year, the year leader will meet with the students and parents in line with the school and ADEK student behaviour policy.

For specific timings on punctuality, please refer to the appendix within this document.

[LINK](#)

End of day school pick-up and bus departure

Parents must ensure to pick up their child on time during the following dismissal times:

Monday – Thursday

Early Years: (i.e. FS1/Nursery and FS2): 12:45pm

Year 1 – 13: 2.50pm on Mondays - Thursdays (end of school day).

Fridays: 11:45 (Early Years - i.e. FS1/Nursery and FS2)

Noon (Y1 - Y13)

Collection Procedures

Gate 1, Gate 5 and Gate 6 is for access for emergency vehicles and buses only – no parents are allowed to park on school premises after the official first day of term i.e. when all students are in school (as per the school's published Term Dates).

*Students that **do not** use bus transport should be picked up from Gate 2, Gate 3 and Gate 4 only.*

Parents wanting to collect their child from school that ordinarily uses the school bus must contact the school receptionist and transportation department in writing before 10:00am on the same day. The classroom teacher will then be informed by the receptionist.

Please note that no exceptions to this rule will be allowed under any circumstances. This is to prevent communication errors and ensure the safety of our students.

Early pick up

We ask that when students are going to be picked up early that parents inform the school via email absence@reachbritishschool.com before 10:00am on the same day. Parents must park outside Gate 1 and then report to the reception to collect their child.

Reception: reception@reachbritishschool.com

School Transport: transportation@reachbritishschool.com

Appendix 1

Definitions

Attendance: The state of being physically present in class or at school. The attendance rate is recorded as the proportion of whole school days attended relative to the total number of school days as per the approved school calendar.

Absence: The state of not being physically present in class/at school.

Absence Rate: The proportion of unauthorised absences to school days as per the approved school calendar. If the student was admitted mid-year, the absence rate is calculated from their joining date.

Punctuality: Arrival on time for school/class

Examination Leave: A period of absence authorised by the school for students to attend external examinations.

Study Leave: A period of absence that is authorised by the school for students to study for examinations.

Appendix 2

List of reasons for authorised absence:

Illness.

Death of a first- or second-degree relative.

Medical appointment scheduled prior to the absence.

Mandatory appearance before an official body.

Essential urgent family travel for matters such as medical care, escort leave, or a death in the family.

Work in the entertainment industry.

Observation of religious holidays that are not defined as public holidays in the UAE.

Inline with ADEK policy, the following will be marked as present on iSams:

Attendance of conferences, competitions, and events, with the permission of the Principal (e.g., Model United Nations, sports events, Olympiads).

Official community task.

Examination leave (for board and pre-collegiate examinations only, when approved by ADEK).

Study leave (up to 4 weeks annually for board and pre-collegiate examinations only, when approved by ADEK).

Schools shall remain open for learning during study leave and shall ensure that adequate support is provided to students who are not taking leave

Leave for medical or therapeutic reasons for students with additional learning needs.

Government-approved school closures due to extreme weather conditions.

Appendix 3

ROLES AND RESPONSIBILITIES

Promoting and maintaining excellent attendance is a team effort of all stakeholders with a more detailed outline of each stakeholder's responsibilities set out below.

Everyone must be proactive in their approach to promoting excellent attendance to students and their parents, which includes forming positive relationships with families to enable Reach to be 'the school of choice' for local families.

The school will carry out ongoing analyses to identify any students who may be at educational risk.

Extended Leadership Team.

As part of our whole school approach to maintaining high attendance, the extended leadership team will:

- ensure that the school's learning first agenda encourages excellent attendance and that students are taught the value of high attendance for their own academic attainment and progress
- coordinate with the Parent Advisory Board (as appropriate) monitor the implementation of the attendance policy and its effectiveness.
- Report attendance figures at monthly Governors meeting.
- ensure that all staff are fully aware and up to date with the school's attendance process and expectations including via reporting to parents in line with the school's AMAR calendar.
- ensure Heads of Schools, Deputy Heads and School Councillors monitor and promote excellent attendance.
- ensure systems to record attendance are embedded and effective.

Teachers

As part of our whole school approach to maintain high attendance, teachers will:

- ensure that they are fully aware and up to date with the school's attendance process.
- following the correct systems for recording attendance and that attendance is taken daily adhering to deadlines as per school guidance.
- daily attendance must be completed and submitted by 7:35 am
- ensure that the school's learning experiences encourage excellent attendance and that students are taught the value of high attendance for their own personal academic attainment and progress.
- where staff have concerns regarding absences, they should follow the school's safeguarding policy or speak to another member of staff or seek support from their Head of School or Deputy Heads if they are unsure how to deal with an attendance issue.

Administrative Staff

As part of our whole school approach to maintain high attendance Administrative staff will:

- ensure that they are fully aware and up to date with the school's attendance process and that they will speak to another member of staff or seek support from their Head of School or Deputy Heads if they are unsure how to deal with an attendance issue.
- ensure that they are following the correct systems for following up on absence and communicating with parents adhering to deadlines as per school guidance.
- Follow up on unauthorised absences within 2 hours of the register closing.

Attendance Policy

- Log school registration codes directly in the iSAMS during the registration process, as shown in the table below:

School Registration	Code	Present	Authorised Absence	Unauthorised Absence	Physically Present
Absent - no reason given	O			✓	No
Medical	M		✓		No
Trip / Education Visit	T	✓			No
Athletic Event	A	✓			No
Religious	R		✓		No
Internal Suspension	I	✓			Yes
External Suspension	E	✓			No
Study Leave	S	✓			No
Work Experience	W	✓			No
Distance Learning	DL	✓			No
Compassionate Leave	CL		✓		No
Governmental Leave	GL		✓		No

Parents

In order to help support their child's learning:

- Parents will let us know as soon as possible if they know in advance that their child will be absent, they should complete the Absence Form found at reception. This will be reviewed and you will then receive notification whether the absence has been authorised or is unauthorised.

Parents should submit the following via email:

- Parents must inform school of any absence known 24 hours in advance, but by 8:15 am on the day of absence at the latest via email absence@reachbritishschool.com

- Reason/ explanation for any sick leave
- any sick leave supporting documentation or official medical certificates
- Informing admin that their child to miss school for any reason including early leave

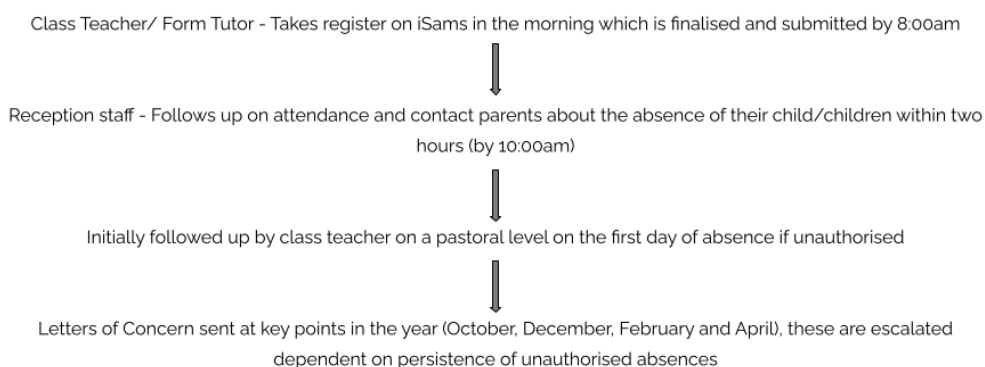
We ask parents to note the following:

- Where unauthorised absence rises above 5% (10% for EYFS) in an academic year, it will lead to review in line with the school's Admission Policy, expectations and school readiness for promotion to the next year group.
- It is often not possible to provide work for students who are absent, particularly when they are very young, and their lessons increasingly depend on a high level of teacher involvement.

Students

As part of our whole school ethos to maintaining excellent attendance, we expect students to demonstrate a positive mindset and engagement with learning by:

- attending school and classes on time and providing an explanation for any lateness or absences in line with the ADEK Student Behaviour Policy.
- be aware of and adhere to the school's attendance and punctuality expectations.
- speak to their form tutor if experiencing difficulties at school or at home which may impact on their attendance.
- be "learning ready" with the appropriate learning equipment and uniform at all lessons.
- follow the correct set school procedure if they arrive late. This will help the school to monitor attendance and keep accurate records for the child's individual attendance and is important for health and safety in the event of a school evacuation.
- acknowledge and agree to the school's home-school agreement and expectations as set out in the school's parent and student planners (Secondary).



UPDATE

Appendix 4

Late arrival for morning registration

Morning registration takes place on the school playground (subject to appropriate weather) between 7.05am and 7.27am, during which time Gate 18 and Gate 20 (providing access to the school playground) remain open until 7.25am.

Students arriving with parents after 7.25am (upon commencement of the National Anthem) will register by Gate 20 before entering the school playground at 7.30am (after the National Anthem has been played).

Gate 20, accessing the playground, will close at 7.35am.

Students arriving after 7.30am will register directly in the schools' Reception to ensure that appropriate health and safety regulations are followed and that all students are accounted for. Reception will be accessible between 7.30am and 7:50am via Gate 1.

Late "Bus students" will be issued with a "late bus student slip" upon disembarking the school bus. Late bus tickets must be presented to security at Gate 16 or 17 to access the school playground and classrooms.

Late Bus students will be registered by the school's administration team to prevent interruption of lessons and learning. They will not be marked "late" for the purpose of monitoring, reporting attendance and punctuality.

EYFS – Nursery (FS1) and FS2 Students

Parents who arrive before 7:05 am must stay with their children until security allows them into the building between 7:05 and 7:30 am. Whilst parents or guardians are welcome to drop off at their child's classroom, they should leave as soon as possible after their child is entering the classroom to ensure a safe and prompt start to the school day.

Appendix 4

EMAIL and SMS TEMPLATES

Email and short SMS that will be sent to families by the receptionist on the first day of unauthorised absence:

Email

Dear Parent of **NAME**,

The safety of our students is always our number one priority. When a child is not at school, we ask you to let us know by 7:45 am, just to check that your child is safe.

We note that today we did not receive notification from you before 7:45 am so we had to contact you - and so your child's absence is currently recorded as 'Unauthorised'.

Every lesson counts – please be reminded that you should let us know before 7:45 am on the same day if your child is not at school,

Kind Regards,

RBS Reception

SMS

Please inform the school of the reason for your child's absence today.

02 58 22030

reception@reachbritishschool.com

Third Day of Absence

Email that will be sent to families by the classroom teacher on the third day of unauthorised absence:

Dear Parent of **NAME**,

The safety of our students is always our highest priority. When a child is not at school, we ask you to let us know the reason for absence as per our policy, just to check that your child is safe. We note that today is the third consecutive day that we have not received notification from you, as required. We had to contact you - and so your child's absence has again been recorded as 'Unauthorised Absence'. Your child is also missing out on learning opportunities that the school provides.

Please remember that continued unauthorised absences can lead to the school permanently excluding your child or withdrawing their place for the next academic year. Every lesson counts – please be reminded that you should let us know on the same day if your child is not at school for a valid reason.

Kind Regards,

Classroom Teacher Name

Procedure and Templates for extended absence [LINK](#)

Approval and Review.

Reviewed by: Head of Primary, Andrew Du Lieu / Date: 19.08.24

Confirmed by: Principal / Date: 21.8.24