

Attendance & Punctuality Policy

Policy Reviewed – August 2026
Date of Next Review – March 2027

Rationale:

Consistent and timely attendance in school holds paramount importance. When children consistently arrive late or are absent, they swiftly lag in their studies, often resulting in significant learning gaps. These gaps impede their academic progress and hinder their ability to meet the expected learning standards for their age group. Hence, it is incumbent upon parents to ensure their child's presence in school every single day throughout the academic year to fully capitalize on the educational opportunities available.

KHDA Regulations

KHDA attendance expectations are as follows:

98% outstanding

96% very good

94% good

92% acceptable Less

than 92% weak

Less than 90% very weak

The school aims for all students to achieve **98% or better attendance** and expects students to maintain a **minimum attendance level of 94%** across the academic year, subject to valid and approved reasons for absence.

3. Aims and Objectives

The Attendance and Punctuality Policy aims to:

- Promote high levels of regular attendance and punctuality.
- Support students in achieving their full academic potential.
- Ensure students arrive on time for the start of the school day and all lessons.
- Raise awareness among students and parents/guardians of the importance of regular attendance and punctuality.
- Establish clear and consistent procedures for recording, monitoring and following up attendance and lateness.
- Identify attendance concerns at an early stage and provide appropriate support to students and families.
- Ensure that all stakeholders understand their responsibilities regarding attendance and punctuality.
- Recognise and promote good attendance and punctuality across the school.
- Ensure that attendance information is accurately maintained and reported to KHDA and other relevant authorities when required.

4. Responsibilities

4.1 Parents/Guardians

Parents/guardians are responsible for:

- Ensuring that their child attends school regularly and arrives on time.
- Informing the school promptly of any absence.
- Providing appropriate documentation where required.
- Submitting an Absence Request Form through the school portal where advance approval is required.
- Avoiding unnecessary absence, particularly during term time.
- Working with the school to address concerns relating to attendance or punctuality.
- Attending meetings with school representatives when requested.

4.2 Students

Students are expected to:

- Attend school regularly.
- Arrive at school on time and be ready to learn.
- Attend all timetabled lessons and activities.
- Follow the school's procedures when arriving late.
- Take responsibility for maintaining good attendance and punctuality.

4.3 School Staff

Staff are responsible for:

- Maintaining accurate and timely attendance records.
- Recording attendance at the beginning of the school day and lessons, as applicable.
- Following up unexplained absences and persistent lateness.
- Raising attendance and punctuality concerns with the Senior Leadership Team (SLT).
- Communicating appropriately with parents/guardians regarding attendance concerns.
- Supporting students and families in improving attendance and punctuality.

5. School Reporting Time and Registration

The school gates will open at **7:10 a.m.**

The school day begins at **7:25 a.m.**, and all students are expected to be on campus and ready for registration by **7:30 a.m.**

Registration will be completed at the beginning of the school day. Class teachers are responsible for maintaining accurate attendance records for their classes.

Any student who is absent without prior notification or an approved reason will be followed up by the school.

6. Attendance Expectations

Students are expected to attend school every day unless there is a valid reason for absence.

The school will:

- Maintain accurate and systematic daily attendance records.
- Monitor individual and whole-school attendance.
- Follow up unexplained and repeated absences.
- Communicate attendance concerns to parents/guardians.

- Work with families to improve attendance where concerns arise.
- Provide regular attendance reports to the relevant school leadership and governing bodies.
- Report attendance information to KHDA as required.

Where attendance remains consistently low, the school may contact parents/guardians by email or telephone and may require a meeting with the appropriate member of the SLT.

7. Requests for Absence

Where a parent/guardian wishes to request an absence in advance, an **Absence Request Form** must be submitted through the school portal.

The request will be reviewed by the school, and the parent/guardian will be informed whether the absence has been approved.

Approval of an absence is subject to the circumstances of the request, the student's attendance record and applicable school and KHDA requirements.

8. Types of Absence

8.1 Approved Absence

Absence may be approved for valid circumstances, including:

- Medical illness.
- Family emergency.
- Religious leave, where applicable.
- Other exceptional circumstances approved by the school.

8.2 Travel Absence

Travel during term time is strongly discouraged.

Where travel is unavoidable, approval may be considered where the student's attendance is **above 94%**, subject to the school's review and applicable requirements. Approval is not automatic and will depend on the individual circumstances and attendance record.

8.3 Unapproved Absence

An absence may be recorded as unapproved where:

- The school has not been informed of the absence.
- Prior approval was required but was not obtained.
- The reason provided does not meet the school's criteria for approved absence.
- The student's attendance record does not support the requested absence, where applicable.

Parental knowledge or consent does not, by itself, make an absence an approved absence.

8.4 Medical Absence

Where a student is unwell and unable to attend school, the parent/guardian must notify the school as soon as possible and no later than **7:40 a.m.** on the day of absence.

Where a student is absent due to illness for **two consecutive days**, a valid medical/sick leave certificate must be provided, where applicable.

8.5 Remote Learning

Where a remote learning programme is applicable, attendance will continue to be recorded.

Parents/guardians must inform the school of any absence in accordance with the school's attendance procedures.

9. Parent Notification of Absence

Parents/guardians must notify the school of every absence **no later than 7:40 a.m.** on the day of absence through the approved communication channel, which may include:

- Telephone;
- Email; or
- The school's online attendance portal.

Where no notification has been received, the school will contact the parent/guardian to establish the reason for the student's absence.

10. Punctuality and Lateness

Students are expected to arrive at school on time and be ready for registration by **7:30 a.m.**

Any student arriving **after 7:30 a.m.** will be recorded as late.

Students arriving after registration closes must:

1. Report to Reception.
2. Sign the late register.
3. Obtain a **Late Arrival Slip**.
4. Proceed to the classroom and submit the Late Arrival Slip to the class teacher.

All instances of lateness will be recorded and monitored.

Students are also expected to arrive punctually for each lesson. Repeated lateness to lessons may be addressed separately by the relevant class teacher, Head of Section or SLT member.

11. Lateness Notification and Escalation Process

Repeated or persistent lateness will be monitored and addressed through progressive intervention.

First to fourth instances:

The student will receive a verbal reminder regarding the importance of punctuality. The parent/guardian will be notified by email and may be required to meet with a member of the SLT where appropriate.

Fifth instance within a short monitoring period:

Where a student records five instances of lateness within a short period, such as one month or an academic term, a written warning will be issued. The parent/guardian will be notified and required to meet with a member of the SLT. The repeated lateness may be noted in the student's progress report.

Further instances:

For up to three additional instances, the student and parent/guardian may be required to meet with the Principal or a designated member of the SLT. Continued lateness will be monitored and may be reflected in the student's progress report.

Punctuality Undertaking:

Where necessary, parents/guardians may be required to sign a **Punctuality Undertaking**, confirming their commitment to ensuring that the student arrives at school on time.

Continued non-compliance:

Persistent late arrival may result in further action in accordance with the school's attendance and punctuality procedures and applicable KHDA requirements.

The school expects students and parents/guardians to cooperate fully with these procedures to support student safety, safeguarding, punctuality and a smooth start to the school day.

12. Promotion to the Next Grade

For all grades, a **minimum attendance level of 75%** is required for promotion to the next grade, unless there is a valid and documented reason for lower attendance.

Where a student does not meet the required attendance level, the case will be reviewed individually by the school, taking into consideration the circumstances of the absences, supporting documentation, academic progress and applicable regulatory requirements.

13. Monitoring and Follow-Up

The school will regularly monitor attendance and punctuality at individual, class, section and whole-school levels.

Where concerns are identified, the school may:

- Contact parents/guardians by email or telephone.
- Request a meeting with the parent/guardian.
- Develop an attendance or punctuality improvement plan.
- Request supporting documentation for absences.
- Require a Punctuality Undertaking where appropriate.
- Escalate the matter to the Principal or SLT.
- Take further action in accordance with school procedures and applicable KHDA requirements.

All attendance interventions will be appropriately documented.

14. Recognition of Good Attendance and Punctuality

The school recognises that positive reinforcement can encourage students to maintain good attendance and punctuality.

Appropriate recognition may be provided to students, classes or groups demonstrating consistently strong attendance and punctuality, in accordance with school practices.

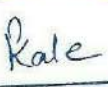
15. Reporting and Compliance

The school will maintain accurate attendance records and provide attendance information to KHDA and other relevant authorities when required.

Attendance data will also be reviewed regularly by the school leadership and reported to the School Governing Body, where appropriate, to identify trends, concerns and areas requiring intervention.

All staff are expected to raise significant attendance or punctuality concerns with the SLT in a timely manner.

Regards



Principal
The Indian Academy,
Dubai
School Code: 90031