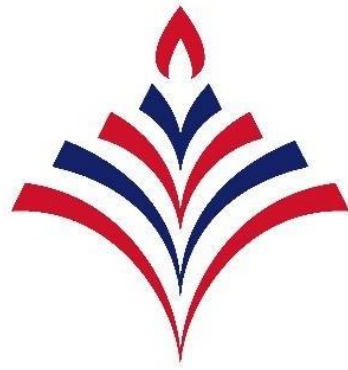




**DUBAI
BRITISH
SCHOOL**
JUMEIRAH PARK

Attendance & Punctuality Policy

This procedure is reviewed annually to ensure compliance with current regulations

	Date	Name(s):
Created:	2015	Principal
Last reviewed:	September 2025	Head of Secondary
To be reviewed:	September 2026	Head of Secondary

RATIONALE AND PURPOSE

Good attendance is a foundation for academic achievement and it underpins all aspects of personal development. It establishes a responsible attitude towards the opportunities available in school and further education and it is the basis for the world of work. Dubai British School Jumeirah Park is committed to providing a full and effective educational opportunity for all pupils. It is the policy of the school to celebrate success. Attendance is a critical factor to a productive and successful school career.

POLICY STATEMENT

Our school actively promotes and encourages 100% attendance for all pupils. Our aim is to ensure that pupils arrive at school and to lessons on time. We strive for attendance that is consistently outstanding for all groups of pupils.

Outstanding	98% and above
Very Good	96%
Good	94%
Acceptable	92%
Weak	Below 92%

All staff will be actively engaged in raising attendance levels. This will involve fostering good relationships between pupils and staff, being aware of the causes of poor attendance, and ensuring that the curriculum is relevant and appropriate.

We will give a high priority to conveying to parents and pupils the importance of regular and punctual attendance. We recognise that parents play a vital role and there is a need to establish strong home school links so that we can work together whenever there is concern about attendance.

NOTE: In accordance with UAE law a pupil may be permanently excluded if he/she is absent from school for 20 consecutive days or 25 non-consecutive days within an academic year. In such cases, the school does reserve the right to exclude a child, ask parents to sign a demotion to repeat a year, or withdraw the offer of a place for the following academic year.

GUIDING PRINCIPLES

We require parents to inform us of any impending or immediate absence by telephone and by completing the Absence Request Form. In line with KHDA/DHA regulations, a doctor's certificate is required from the third day of medical absence from school. A member of the school reception team will follow up on all unauthorised absences.

The school will only consider authorising up to two weeks absence for additional holidaytime per year. Any other time taken for holiday leave will be considered unauthorised.

Depending on the reasons for absence, staff will endeavour to assist absentees in catching up with missed work without disrupting the learning of other class members.

The Heads of School, in consultation with the staff, will undertake systematic monitoring and, as a result, conduct regular reviews of the Attendance and Punctuality Policy and procedures to evaluate them to ensure that the operation is effective, fair and consistent.

The school's response to repeated lateness will be the same as for absence, with letters sent to parents from the Head of School. Sanctions might include withdrawing the offer of a place for the following academic year.

ROLES AND RESPONSIBILITIES

The Heads of School will be responsible for the school's policy and procedures and may delegate aspects of its day-to-day implementation and management to a designated member of the school's leadership team.

All staff, including teachers, support staff, and volunteers, will be responsible for ensuring that the policy and procedures are followed and consistently and fairly applied.

The Heads of School and staff will ensure there is no differential application of the policy and procedures on any grounds, particularly ethnic or national origin, culture, religion, gender or disability.

Parents and carers will be expected to take responsibility for the attendance and punctuality of their child both inside and outside the school.

School Registers are formal documents and should be marked accurately at the beginning of the morning registration session. Lesson attendance should also be marked at the beginning of each lesson in the Secondary Phase.

The register information is used by school administration staff to contact parents about absences. Therefore, it is essential that class teachers and tutors ensure that register records are accurate. If there should be a fire in school, an inaccurately marked register could result in a life being lost.

SUPPORT FOR PUPILS WITH ATTENDANCE PROBLEMS

Pupils will be monitored by the Primary Leadership Team in Primary and by Form Tutors and Heads of Year in Secondary. If attendance falls below the figures stated in each appendix for any given half-term, the pupil will be monitored and given a target and time limit for improvement.

If no improvement is shown, the parent will be contacted by telephone or letter, or an invitation will be offered to discuss the situation in school.

Joint strategies may be devised between parents, pupils, and staff. A time limit and targets will be set for improvement.

Special programmes may be negotiated with pupils experiencing attendance problems using curriculum support, Tutors, Class Teachers and Heads of Year.

Children with long term illnesses or with emotional problems, including school refusal, will be supported by the school. Contact with parents and the pupil will be maintained. As far as is possible, work will be sent for the pupil and sent home.

ATTENDANCE PROCEDURES

Class teachers are responsible for monitoring attendance within each class and implementing procedures to improve attendance where necessary. Information about attendance will be passed to form tutors by the Head of Year in Secondary and the Deputy/Head of School in Primary and Foundation

For students in R3-FS2, Class Teachers register students using iSams by 8:15am

For students in Year 1 to 6, Class Teachers register students using iSams by 8:15am

For students in Year 7 to Year 13, Form Tutors register students using iSams by 8:35am

Late students in Years 1-13, i.e., a student entering class after the times stated above, must sign in at reception - late passes are given to students which must be presented to class teachers as proof of sign in. Foundation Students who arrive after the registration period ends must report to Reception to sign-in on the DBF Late Register.

Reception staff will contact all parents who have an unauthorised absence in iSAMS to follow up on the reason for absence.

Appendix 1 – Leave of Absence Form

APPLICATION FOR LEAVE OF ABSENCE (STUDENT)

IMPORTANT INFORMATION FOR PARENTS

- A maximum of 10 days will be approved for holidays, however it is not automatic that the school will authorise leave
- Leave requests should be submitted to the school, via this form, in advance of the period of leave
- Leave during exam periods and other important school events should be avoided

Student Name			
Year		Class/Form	
Details of the Proposed Absence			
From		To	
Reason for Absence			
Total Number of Days Proposed		Total Days Taken this Academic Year	

PARENTAL AGREEMENT

Missed Learning

I understand that the school will not supply work for my child for the duration of the absence, unless otherwise agreed by the Head of School.

During the absence, I will support my child by:

PRIMARY

- ✓ Reading daily
- ✓ Practicing maths skills (e.g. number bonds, times tables)
- ✓ Providing opportunities for writing (e.g. keeping a journal)
- ✓ Any other activities as advised by the class teacher

SECONDARY

- ✓ Ensuring they liaise with their teachers to complete any work missed
- ✓ Submit schoolwork and homework as required on the designated platforms, ensuring deadlines are met

Agreement

- ☐ I confirm that the information on this form is true
- ☐ I understand that this leave may have a negative impact on my child's academic achievement and that it is my child's responsibility to work with the teacher to complete necessary classwork and assessments
- ☐ I agree to keep the school informed of any changes to my travel arrangements or if my child is unable to return to school on the due date
- ☐ I am aware that if my child does not return to school by the date provided, he/she may lose their place at this school
- ☐ I am aware of my role as a parent in supporting the continuation of my child's learning

Signature of Parent		Date	
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FOR SCHOOL USE ONLY

Attendance Record	P		H		I		T	
Authorise?	Yes		No		Partial			
Signed					Date			