



# Attendance & Punctuality Policy

**2023 – 2024**

<b>Approved by:</b>	<b>Ms. Jan Steel</b>
<b>Date of review:</b>	<b>September 2023</b>
<b>Next review date:</b>	<b>September 2024</b>



At GEMS Royal Dubai School we take the issue of children’s attendance and punctuality extremely seriously. Evidence shows that both lateness and poor attendance have a detrimental effect on a child’s educational attainment and life chances. It may also make it more difficult for them to form firm social bonds with other children. The odd day off here and there soon mounts up, as does late arrival resulting in missing lesson time in a morning, and these have a significant impact on learning. The National Foundation for Educational Research in the UK ([www.nfer.ac.uk](http://www.nfer.ac.uk)) has shown that there is a significant association between absence and attainment and that there is also evidence that there may be critical thresholds of absence linked to significantly lower performance outcomes.

The KHDA Parent School Contract states that parents have a responsibility for ‘promoting their child’s attendance’ and that continued ‘absenteeism will result in disciplinary measures and will affect the student’s chances of enrolment for the upcoming academic year.’

The Ministry of Education for the UAE also states that ‘if a student is absent from school for 20 consecutive days or 25 nonconsecutive days’ the school can remove the child’s place.

The DSIB guidelines for attendance are as follows:

Attendance %	DSIB guideline
≤ 98%	Outstanding
96 – 97%	Very Good
94 – 95%	Good
92 – 93%	Acceptable
90 – 91%	Weak
≥ 90%	Very Weak

All parents should ensure that their child is at school on time every day of the school year except for during a period of illness. The reason for an absence must always be communicated to the school. If a child is sick, parents should email their child’s class teacher, reception and the clinic team to explain the absence.

### Communicating Absence

- Parents report absences by emailing [attendance\\_rds@gemsedu.com](mailto:attendance_rds@gemsedu.com) and copying the class teacher. Recommended to copy [nurse\\_rds@gemsedu.com](mailto:nurse_rds@gemsedu.com) if the absence is related to illness.
- After 48 hours absence a sick note is required from the doctor. Absences of more than 48 hours without the support of a sick note will be marked as unauthorised.

It is the Class Teachers professional responsibility to accurately record daily attendance by filling in the electronic register by 7:50am. The register must then be saved and closed. The following mark scheme should be followed:

Phoenix Classroom Attendance Code	Code Explanation
<b>Present</b>	Child is physically present in school
<b>Absent</b>	Child is not in school nor engaging in remote learning (no known reason for absence)
<b>Digital Learning</b>	Child is engaging in remote learning
<b>Excluded</b>	Child is excluded from school
<b>Late</b>	Child arrived to class after the registers were closed (see times stated above)
<b>Illness</b>	Child has approved medical leave/parent has informed us that their child is sick *
<b>Approved Leave</b>	Child is absent from school and/or remote learning with approval from the Principal



\*If a message is received from the parent to say child is sick – mark as 'illness'. This applies for two days.

\*If the child is still away after two days but no sick note is received – mark as absent. The Class Teacher must then email parent to remind them that a doctor's note is required.

If this procedure and the timings are not adhered to by the Class Teacher, then Front of House staff should inform the Year Group Leader and the SLT line leader as a follow up email will be sent and will result in incorrect information being transmitted to parents.

All gates apart from the main gate are closed at 7:45am. Children arriving in school at or after 7:45 am will enter the school through Reception and will be signed by the FOH team. They will be issued a green late card to show to the class teacher. If a child arrives to class after 7:50 am with no green card, the teacher must mark them as late. Specialist and cover teachers can register these students using the following online form:

<https://forms.office.com/Pages/ResponsePage.aspx?id=3Kez0n7Vf0GQrRSbhy6aoR1O-WMgc-JFuJQsKNe51qBUMENITEhJS0tEMEowMUFMM1UxSjE0OUJLRS4u>

### Managing Students Lateness at RDS

Every Monday the **Front of House (FOH)** produces a lateness report. Implications for Students whose lateness is 'causing concern' and have gone over one of the following thresholds are:

- 5 incidents of lateness in a short period of time such as a month or academic term (teacher to write a letter to parents and this is recorded on Pulse)
- An additional 3 instances of lateness over a short period of time, such as a month (Parents to be called to meet with the Principal/Head of Key Stage or a designated person by the Principal) Parents to sign a written pledge not to repeat the 'offence', lateness to be recorded on students attendance and progress report.
- Any additional incidents to the above and at the discretion of the school may include: A written notice announcing refusal to re-enroll the student for the following academic year.

### Managing Pupil Absenteeism at RDS

Every Monday the **Front of House (FOH)** produces an absenteeism report. Implications for Students whose absenteeism is 'causing concern' and have gone over one of the following thresholds are:

- 4 incidents of absenteeism in a short period of time such as a month or academic term (teacher to write a letter to parents and this is recorded on Pulse), absent days will be recorded on the student's progress report and attendance record.
- Up to an additional 3 instances of absenteeism over a short period of time, such as a month (Parents to be called to meet with the Principal/Head of Key Stage or a designated person by the Principal) Parents to sign a written pledge not to repeat the 'offence', absence to be recorded on students attendance and progress report.
- Any additional incidents to the above and at the discretion of the school, a decision might include: A written notice announcing refusal to re-enroll the student for the following academic year.

The **Data Manager** informs Mr Sean Brice DOSE (Director of Student Experience) of students who have gone over one of the thresholds so they can liaise/inform the relevant person (Teacher/Head of Phase/SLT) to contact the family and discuss the child's lateness/absenteeism and ways of improving it. The conversation is logged in PULSE. Lateness and absenteeism letters are sent to parents via email on the following Friday.

All reports and documents regarding to Lateness and absenteeism are shared with Mrs Bullock (Assistant Principal) and Mr Sean Brice DOSE (Director of Student Experience). The folder includes copies of the letters sent to parents.

**The KHDA clarified that a child missing more than 25% of the academic year (43 days) would not be automatically promoted to the next academic year. Principal writes every 5 days after the 25 day.**

### 5 Day Absence without Contact

When children are absent from school for 5 days or more without contact with the parents, the following procedure should be followed. It is the responsibility of FOH and the Director of Student Experience (SEB), in conjunction with the class teacher, to ensure that records are kept and cross check that contact has not been made.

On the 5th day of absence, the Principal is required to email KHDA to inform them that parents have not made the school aware of the reason for absence. KHDA will contact the parents directly and Child Protection may be contacted.



3 Day's Absence without contact.



FOH staff email the parents outlining the need to contact and the consequences of not making contact with the school. FOH staff try to contact the Emergency Contact numbers.



4 Day's Absence without contact – FOH forward details to Principal's office.



Email from Principal outlining explaining that if no contact is made, KHDA will be informed the next day.



5<sup>th</sup> day of absence without contact the Principal contacts KHDA.

#### Children leaving school early

If parents collect their children early from school they must fill in an exit pass at reception before their child will be collected from the classroom by a member of admin staff. The teacher will sign the exit pass as the child is collected. As the child is handed over to the parent by the reception team, parents will be given an exit slip to hand to the guard on leaving the premises. If the child normally uses the bus, STS are informed that the child has gone home. Details of children going home early are recorded on Phoenix Classroom register.

This register is then analysed at the end of each month by the Front of House team and any child regularly missing time will be noted and parents requested to attend a meeting with a member of SLT.

#### Late Pickups

Children not collected after the designated pick-up time will be escorted to the late room where they will be supervised by a member of SLT. Late collection is recorded using the online form.

<https://forms.office.com/Pages/ShareFormPage.aspx?id=3Kez0n7Vf0GQrRSbhy6aoUQ4xKGaXIRLrK3I7-CMRNhUQzhNQ0cxUFQyTlc0U0RKSjBDMURGN1IGVC4u&sharetoken=RDxW0fALWj4t4D7f9tOS> at the time the child is collected. Date and time of collection is recorded automatically. Parents who are persistently late will need to meet the class teacher after 3 consecutive late collections, followed by Key Stage Leader after 6 and then a member of the Senior Leadership Team (SLT) if this persists, all contact with parents is recorded on Pulse.

#### Communicating Absence

All attempts will be made to contact either parent or their emergency contact listed. As a last resort the police may be contacted.

##### Dubai Police - childcare

Lt Ali Al Shahi – 050 655 9994

Capt Mohamed Al Olaiqi – 050 595 1612

- Parents to report absence by emailing [attendance\\_rds@gemsedu.com](mailto:attendance_rds@gemsedu.com) and copying the class teacher. Recommended to copy [nurse\\_rds@gemsedu.com](mailto:nurse_rds@gemsedu.com) if the absence is related to illness.
- Data Manager to check all late students signed at Reception and those emailed to [attendance\\_rds@gemsedu.com](mailto:attendance_rds@gemsedu.com) are marked correctly in the registers.