



# Attendance & Punctuality Policy

## Version History

Ver. No.	Authors	Date	Reviewer	Next Review Date
1.1	Jasmit Kang, Principal	September 2025	Amol Vaidya	September 2026

## 1. Purpose

Glendale International School Dubai is committed to ensuring that all students attend school regularly and punctually to maximise learning, wellbeing, and achievement. Regular attendance is a key indicator of student success and is a statutory requirement under KHDA regulations. This policy outlines expectations, procedures, and consequences related to attendance and punctuality and will be applied consistently for all students.

## 2. Legal and Regulatory Framework

This policy is aligned with: - KHDA Mandatory Attendance Regulations (latest updates) - UAE Child Protection Law (Wadeema's Law) - KHDA Inspection Framework (Quality Indicator: Student Attendance and Punctuality)

## 3. Attendance Expectations

### 3.1 Minimum Attendance Requirement

All students are expected to achieve a **minimum of 92% attendance per academic year**. Attendance below this threshold is considered unsatisfactory and may trigger formal intervention.

### 3.2 Key Attendance Benchmarks (Per School Year)

Attendance Category	Attendance %	Approx. Days Absent
<b>Outstanding</b>	98%	≤ 3 days
<b>Very Good</b>	96%	≤ 7 days
<b>Good</b>	94%	≤ 11 days
<b>Acceptable</b>	92%	≤ 14 days
<b>Below 92%</b>	Unsatisfactory / Weak	Intervention required



Attendance is calculated based on the total number of instructional school days in the academic year.

## 4. Types of Absence

### 4.1 Authorized Absence

Authorized absences are granted **only in exceptional circumstances** and must be approved by the Principal or authorised delegate. Examples include: - Certified medical illness - Bereavement of an immediate family member - Exceptional family circumstances (with documentation)

All other absences, including extended holidays during term time, are considered **unauthorized** unless formally approved in advance.

### 4.2 Unauthorized Absence

Absences without valid justification, prior approval, or appropriate documentation are recorded as unauthorized and count towards the student's total absence days.

## 5. Absence Management Procedures

### 5.1 Parent Notification

- Parents must inform the school **on the first day of absence** by phone, email, or the designated school communication platform.
- For medical absences exceeding **two consecutive days**, a medical certificate may be requested.
- Failure to notify the school will result in the absence being recorded as unauthorized.

### 5.2 Monitoring and Review

Attendance is monitored: - Daily by class teachers and administration - Weekly by school leadership - Termly through attendance reports shared with parents

Students approaching or falling below the 92% threshold will be flagged for intervention.

## 6. Punctuality

### 6.1 School Timings

Students are expected to arrive **before the official start of the school day**. Late arrival disrupts learning and negatively impacts progress.

- **Registration Time:** Class/Lead teachers must complete the register by **08:30 a.m.** daily.
- **Lateness Window (08:20 – 08:35 a.m.):** Students are marked 'Late' on Toddle. Parents must sign a late slip.
- **Late Arrival (After 08:45 a.m.):** Students must sign in at reception, where front-of-house staff will update the register.



- **Monitoring:** Persistent lateness is monitored by school leadership and teachers will follow up with parents as necessary.

## 6.2 Late Arrival

- Students arriving after the register closes are marked late.
- Persistent lateness is monitored and recorded.
- Repeated lateness may be treated as a safeguarding and attendance concern.

## 6.3 Intervention for Persistent Lateness

Actions may include: - Parent notification and meetings - Behaviour and attendance support plans - Escalation to school leadership

## 7. Attendance Intervention Framework

### 7.1 Early Intervention (Below 94%)

- Informal communication with parents
- Attendance monitoring
- Support strategies agreed

### 7.2 Formal Intervention (Below 92%)

- Formal written warning to parents
- Attendance Improvement Plan (AIP)
- Regular review meetings

### 7.3 Serious Attendance Concerns

In accordance with KHDA regulations:

- **20 consecutive days of absence** or
- **30 non-consecutive days of absence**

may result in: - Referral to KHDA for **non-promotion consideration** - Formal reporting to external authorities where required

## 8. Exclusion and KHDA Referral

Glendale International School reserves the right, with KHDA approval, to seek:

- **Permanent exclusion** for excessive unauthorized absence (e.g., 20 consecutive or 25 non-consecutive days)
- KHDA intervention where attendance breaches statutory requirements

All decisions will follow due process, documentation, and parental communication.



## 9. Safeguarding and Child Protection

Deliberately depriving a child of education is considered a form of neglect under UAE Child Protection Law.

Where attendance patterns indicate potential neglect or safeguarding concerns: - The matter will be escalated to the Designated Safeguarding Lead (DSL) - Referrals may be made to KHDA and relevant child protection authorities  
Student welfare remains the school's highest priority.

## 10. Roles and Responsibilities

### Parents

- Ensure regular and punctual attendance
- Inform the school promptly of absences
- Provide documentation when required

### Students

- Attend school daily and on time
- Engage positively with learning

### School

- Maintain accurate attendance records
- Monitor and intervene early
- Report serious concerns in line with KHDA requirements

## 11. Pick-up from School

### Early Pick-up

- Parents must inform the school in advance.
- Early pick-ups are only permitted until 12:00 p.m.
- Parents must collect an exit pass from reception and present it to security upon departure.
- If the child usually travels by bus, G1 Transport must be notified by email copying the class teacher.

### Late Pick-Up

- FS1 & FS2: Children not collected by 1:15 p.m. will be escorted to the reception.
- Y1–Y8: Children not collected by 3:30 p.m. will be escorted to the reception.
- After three late collections, a warning letter is issued from the school.

### Friday Late Pick-Up

- Students not collected by 12:00 p.m. will be escorted to the reception.

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## 11. Policy Review

This policy will be reviewed annually or earlier in response to: - KHDA regulation updates - Inspection feedback - Changes in statutory requirements