



Attendance & Punctuality Policy

Version History

Ver. No.	Authors	Date	Reviewer	Next Review Date
1.1	Jasmit Kang, Principal	September 2026	Amol Vaidya	September 2027

1. Purpose

Glendale International School Dubai is committed to ensuring that all students attend school regularly and punctually to maximize 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

Glendale International School expects all students to attend school regularly and maintain a minimum annual attendance of 96%. Students whose attendance falls below 92% will be subject to attendance intervention and support.

Attendance applies equally to both **on-campus and approved online learning**. Where the school delivers instruction through an approved distance learning model, attendance and participation in scheduled online lessons will be recorded and included in the student's overall attendance record in accordance with KHDA requirements.



3.2 Key Attendance Benchmarks (Per School Year)

Attendance Category	Attendance %	Approx. Days Absent
Outstanding	98%	≤ 3 days
Very Good	96%	≤ 7 days
Good	94%	≤ 11 days
Acceptable	92%	≤ 14 days
Below 92%	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 authorized delegate. Examples include: - Certified medical illness – pre-approved medical appointments - Bereavement of an immediate family member - Exceptional family circumstances (supported with documentation) - official government requirements

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. Examples include: - holidays during term time - travel for convenience - failure to provide evidence - unexplained absence

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 Procedure for Unexplained Absences

To ensure the safety and wellbeing of all students, the school follows the procedure below for any unexplained absence:



Timeline

School Action

Day 1

Automated absence notification sent to the registered parent/guardian email id notifying the absence

Day 2

Front Office Executive contacts the parent/guardian by telephone and sends a follow-up email if no response is received. The class teacher and section head are kept in loop during communication with the parent

Day 3 - 7

In case of continued no response, Front Office Executive continues follow-up through telephone calls and emails, maintaining records of all communication attempts.

After 7 Days /

Safeguarding Concern

In case of continued no response, case escalated to the Designated Safeguarding Lead (DSL). Where appropriate, KHDA and/or the relevant child protection authorities are notified in accordance with KHDA safeguarding requirements and UAE Child Protection Law (Wadeema's Law).

5.3 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.

5.4 Long Term Absence

Parents requesting extended leave should submit a written request in advance. Where leave exceeds the approved period:

- Attendance will be recorded as unauthorised;
- Missed classroom instruction cannot be replicated through distance learning;
- Alternative assessments cannot be guaranteed;
- Promotion decisions will be based on available academic evidence, teacher judgement and assessment data
- The school may require reintegration support upon return.

5.5 Long Term Absences Assessment

Students absent during scheduled internal or external assessments may not be eligible for alternative assessment opportunities unless absence is supported by valid medical documentation or other exceptional circumstances approved by the principal.

5.6 Continuity of learning

Students enrolled at the school will have access to online learning materials and worksheets to support continuity of learning. The school operates as per KHDA guidelines and is not obligated to provide live, hybrid, or teacher-led instruction during periods of unauthorized absence.



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 - behavior and attendance support plans - Escalation to school leadership

7. Attendance Intervention Framework

7.1 Early Intervention (Below 95% and/or more than 3 incidents in 4 weeks)

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

7.2 Formal Intervention (Below 85%)

- Formal written warning to parents
- Attendance Improvement Plan (AIP) – plan to be signed by the parents
- 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

* Promotion determined by academic evidence and school judgement

7.4 Distance learning

- When a KHDA approved online learning model is in place, students are expected to attend all scheduled online lessons.
- The school is not obligated to provide live or hybrid learning during periods of student absence unless required by KHDA or determined by the school.

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: Early collection should be avoided except where necessary. Repeated early collection will be monitored as it impacts learning time

- Parents must inform the school in advance. (Latest by same day 9am)
- 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: Monday – Thursday

- FS1 & FS2: Children not collected by 1:00 p.m. will be escorted to the reception.
- Y1–Y8: Children not collected by 3:15 p.m. will be escorted to the reception.
- After three late collections, a warning email is issued from the school.
- After the issuance of the warning email, for students using private transport, if a parent or **authorized guardian has not informed the school of a delayed collection by 9:00 a.m. on the same day and the student remains uncollected for more than 15 minutes after the designated dismissal time, the student will be transferred to the school's Kinder Club with charges of AED 50 per hour, will apply until the student is collected.**

Friday Late Pick-Up

- Students not collected by 11:45 p.m. will be escorted to the reception.
- After the issuance of the warning email, for students using private transport, if a parent or **authorized guardian has not informed the school of a delayed collection by 9:00 a.m. on the same day and the student remains uncollected for more than 15 minutes after the designated dismissal time, the student will be transferred to the school's Kinder Club with charges of AED 50 per hour, will apply until the student is collected.**

12. Promoting Excellence

The school celebrates and encourages excellent attendance through:

- Certificates
- House points
- Class recognition

13. Data Accuracy

Attendance is recorded electronically each school day. Parents are responsible for notifying the school of any discrepancies promptly.

14. Policy Review

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