



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
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 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
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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