

Attendance And Punctuality Policy and Procedures

POLICY FOR	Attendance and Punctuality
PERSON RESPONSIBLE	Heads of Pastoral
REVIEW DATE	February 2026
REVIEWED BY	Assistant Principals and Head of School/Dy. CEO
APPROVED DATE	June 2026
APPROVED BY	Executive Leadership Team
DATE OF NEXT REVIEW	June 2027
RELATED POLICIES	Rewards and Sanctions Policy, Safeguarding Policy, E-safety Policy

Executive Principal / CEO and Brand

Ambassador for GEMS Westminster Schools




ATTENDANCE AND PUNCTUALITY POLICY AND PROCEDURES

Introduction:

Regular attendance is an essential pre-requisite of effective schooling. Students need to develop and maintain good habits of regular attendance and punctuality if they are to make the most of their time at our school. Attendance in school and punctuality are essential for successful attainment.

The National Foundation for Educational Research in the UK (www.nfer.ac.uk) has shown that there is a significant association between absence and attainment.

KHDA (Knowledge and Human Development Authority) guidelines for attendance are as follows:

- 98% and above outstanding
- 96% very good
- 94% good
- 92% acceptable and less than 92% weak and very weak.

The school cannot authorise long absences. Absences of more than 48 hours without the support of a sick note will be considered unauthorised absence.

In all cases of absence, parents/guardians should:

- Notify the Form Tutor and copy the KSL/ HOP through an email, with supporting evidence
- Apply for leave on GEMS CONNECT/PARENT PORTAL and upload the evidence.
- Take prior approval from respective Key Stage Leader / Head of Pastoral/ Head of House/Assistant Principals through a written application, in case of absence exceeding three days.

Students' absence on medical grounds should be supported by their Medical Certificate at all times.

The school reserves the right to strike off any student missing school for more than 21 days according to KHDA guidelines.

Roles and Responsibilities:

The responsibility for raising and promoting attendance is shared by parents, students and by all school staff. By co-operating and working together, attendance can be improved and in turn will raise achievement. All members of school staff have a responsibility for identifying trends in attendance and punctuality.

Students are expected to:

- Attend school regularly and attend all lessons.
- Arrive at school by 7:25 am and to the classroom by 7:30 am.
- Late scanning starts at 7:25
- Be on time for all lessons and fully engaged.
- Follow the procedures for attendance and punctuality.
- Always wear the school ID Cards with the appropriate lanyard.
- Be responsible for carrying out any work provided by the school during an authorised absence period.



Parents are responsible for:

- Making every effort to ensure that their child attends school every day and arrives on time.
- Informing the school on the first day of absence if their child is unable to attend school.
- Providing the school with a valid reason for all absences.
- Scheduling family vacations to coincide with scheduled school breaks.
- Making all appointments outside of school time e.g. dentist / doctor. In the event of this not being possible, parents are asked to inform the school of the appointment prior to the appointment date. The school may request to see an appointment card.
- Informing a member of staff (usually Form Tutor or Head of House) of any reason or problem that may hinder their child from attending school.
- Working with the school to resolve issues where possible and ensure good attendance and punctuality.
- Contacting school, either by email to the Form Tutor or Head of House, whenever their child is unable to attend school.
- Informing the school immediately in the event of the student contracting an illness or suffering an injury which would make
 - An absence of 2 days or more likely, and
 - Subsequently keep the school informed of the student's progress.
 - Medical leave of more than 2 days must be supported by a medical certificate.

Form Tutors / Teachers are responsible for:

- Setting an example by having good attendance and arriving on time for registration - Teachers should be in the classroom by 7:20 am.
- Marking the daily attendance register accurately at the start of the day.
- Marking the room attendance for all lessons taught.
- Alerting the Head of House if a student was present in the morning but absent for a lesson later in the day for further action.
- Emphasizing the importance of good attendance and punctuality.
- Ensuring absence notes/emails are received and record reasons of absence accurately.
- Contacting parent/ guardian if a student is absent from school without a reason - this will happen during or after **the first day of absence**.
- Alerting the Head of House if a student has been absent for 2 days or more and parents have failed to contact school or answer email requests.
- Keeping a record of all interventions.
- Celebrating attendance and punctuality appropriately for the year group e.g. display certificates, appreciation mails/letters, etc.
- Setting an example by arriving promptly to all lessons.

- Referring to attendance when writing report using the following language-

Outstanding	>98%
Very good	>96%
Good	> 94%
Acceptable	> 92%
Weak	<92%
Very Weak	<90%

- Referring to punctuality when writing report using the following language-

Excellent	98-100%
Good	95-97%
Needs Improvement	90-94%
Unacceptable	<90%

Heads of Houses are responsible for:

- Promoting, monitoring and supervising good attendance and punctuality within each house to ensure targets are met.
- Collating an attendance and punctuality data sheet every month and give it to Form Tutors to discuss with their classes.
- Using a monthly attendance display to raise awareness for 100% attendance.
- Ensuring all teachers are familiar with and follow the Attendance and Punctuality Policy.
- Using monthly data analysis to identify individuals and groups for further intervention.

The Head of House will:

- Identify and challenge any unauthorised absence and persistent lateness
- Immediately investigate any lesson absence during the day and contact parents if necessary
- Identify patterns of frequent short absences, for example every Friday
- Analyse the data monthly into the following categories for Attendance and Punctuality

Attendance

Punctuality

96 - 100%	GREEN	95- 100%	GREEN
92 - 95%	ORANGE	90-94%	ORANGE
Below 92%	RED	Below 90%	RED

Attendance Below 92%
Head of House will decide on the best intervention method according to the individual circumstances of each student.

Punctuality Below 90%
Head of House will decide on the best intervention method according to the individual circumstances of each student.

Rewards:

- Students who have improved attendance and/or punctuality will receive an appreciation mail
- Students from every Year level with 100% attendance and no lateness and approved leave will be rewarded every term
 - Certificates
 - Mention in a school assembly
- Note in the planner or email/letter sent to parents.
- Appreciation through Phoenix Pulse.

Offence	Frequency	Implications
Tardiness - this refers To being late in coming to school at the start of the school day and to instances of being late to lessons within the school day.	The first five (5) incidents Of tardiness in a month	Students late for first / second time, Form Tutors give a verbal warning and record it in the school planner. Students late for third time Form Tutors send an email and inform the parent and inform the Head of House. Students late for fourth time, Form Tutors bring to the notice of the respective Head of House Written warning to student and notify parents. Tardiness will be noted in the students' progress report.
	Up to an additional five [5] instances of tardiness in a month	Parents and student to be called to a meeting with the principal or a designated person by the principal. Parents and student to sign a written pledge not to repeat the offence. Tardiness to be noted in students' progress report
	Any additional incidents to the above	At the discretion of the school, the Decision might include no enrolment for the next academic year.
Offence	Frequency	Implications
Absenteeism - this Refers to frequent or habitual absence from school or from lessons without a valid medical excuse.	The four (4) incidents of absenteeism in a month	Written warning to student and notify parents. Absent days will be noted in the students' progress report.

	Up to an additional three (3) instances of absenteeism in a month	<p>Parents and student to be called to a meeting with the principal or a designated person by the principal.</p> <p>Parents and student to sign a written pledge not to repeat the offence.</p> <p>Absent days to be noted in students' progress report.</p>
	Any additional incidents to the above	<p>At the discretion of the school, decision might include:</p> <ul style="list-style-type: none"> • Community hours at the school. • Detention during school hours. • A written notice announcing refusal to reenroll the student in the school for the following academic year.

These decisions are endorsed by KHDA and the consequences resulting from continued tardiness and absenteeism will be upheld by the Authority.

Procedure:

- The school expects all students to be in the respective form room before 7:30 am
- Gate No. 2, 3, 6 and 7 will remain open until 7:25 am. After 7:25 am, only Gate 2 will be opened until 8:00 am.
- The register will be taken at the start of the school day and any student not present at that time will be marked absent.
- An auto generated SMS/email is sent to parents of absent /late students.
- Any student reaching school after 7:25 a.m. is required to log in at the security with their individual ID card.

Criteria for early dispersal

For FS to Year 13

Please note that early dispersal is:

- Not applicable to STS users.
- Not applicable for the last period and short working hours on Friday.
- Only allowed if a prior online request is made at least a day prior on Phoenix. No requests will be entertained without prior notice and relevant evidence.

Attendance and Dispersal Policy for Sixth Form

Attendance Expectations

- All Year 13 students are required to report to school daily in accordance with the start time of their scheduled lessons.
- Students must maintain a minimum attendance of 92% or above, in line with school expectations and examination eligibility requirements.
- Students may arrive later in the day if the timetable reflects a later start, provided this aligns with their scheduled lessons.
- Attendance at all school-prescribed support lessons is mandatory for students.

Approved Leave

- Leave may be granted for students appearing for university entrance examinations, internships, or recognised competitive examinations, subject to prior approval.
- If no lessons are scheduled on a Friday, the absence will be recorded as approved leave. This provision is subject to change based on timetable adjustments

Non-Approved Leave

- Requests for study leave during retake examinations or early entry assessments will not be approved.

Early Dispersal Guidelines

- Students may leave the school premises early if they have no further scheduled lessons, subject to prior parental consent and school approval.
- To facilitate early dispersal, students must obtain an Early Dispersal Slip from the Head of Key Stage 5 (Pastoral).
- A duly completed and approved form will be recorded and shared with the School Operations Team.

Early Dispersal Form – Guidelines

- The early dispersal facility is available to Year 12 and Year 13 students.
- The form serves as parental consent and school authorisation for early departure when no lessons are scheduled.
- Early dispersal is permitted on all school days except Friday.
- Parents are required to:
 - Complete and sign the form
 - Affix the student's recent photograph
 - Clearly specify the days and times of early dispersal
- The signed form constitutes a declaration that the parent assumes responsibility for the student's safeguarding upon early departure.

School Bus Transport Arrangements

- Students using school transport may avail of the early afternoon bus, subject to availability and approval by STS.
- Allocation of bus services is not guaranteed, and requests are subject to seat availability on the respective route.
- Parents cannot demand placement on the school bus if seats are unavailable.

Early drop offs and late pickups

The school gates open at 7:00 AM. If a student is regularly dropped off early before the school gates open (6:45 am) or not picked up on time at the end of the school day (within 30 minutes of the dispersal) it will be treated as child neglect and a breach of the parent school contract. Such cases will be dealt with under our child safeguarding procedures and are likely to result in referral to the child protection agencies and KHDA. Repeated early drop off or late pickup will result in de-enrolment (with KHDA approval)

Monitoring and Evaluation:

The Pastoral Team will monitor and evaluate the effectiveness of the Attendance and Punctuality Policy alongside the Rewards and Sanctions Policy annually. In case of any new legislation from UAE government and United Nation the policy should be amended in accordance with the national and international law set forth.