

Attendance and Punctuality Policy

2025 - 2026

Next review date: August 2026



Rationale

Excellent attendance and punctuality impacts positively and directly on student achievements. Benefits of which can include:

- higher grades
- children enjoyment of school and development of good friendships
- good routines are developed which carry on in independent life after school /education
- team values, life skills and cultural values are developed

It is the collective responsibility of school, parents and students to ensure that excellent attendance is achieved and maintained to meet the school's expectations and satisfy the ongoing requirements of the school's admission policy.

This policy is in line with the UAE Federal Inspection Framework and the requirements of ADEK, the local regulatory body.

Defining Attendance and Punctuality

Attendance

The state of being physically present in class or at school. The attendance rate is recorded as the proportion of whole school days attended relative to the total number of school days as per the approved school calendar. (circa 178 days)

Punctuality

Arrival on time for school/class.

Absence

The state of not being physically present in class/at school.

Procedure for reporting absences

- When a child is absent from school without prior permission, parents should inform the school via email to both the class teacher and attendance officer csmith@aaess.sch.ae before 8:20 am.
- In the case of all unreported absences, parents will be contacted after the attendance register has been closed.
- Attendance is reported to ADEK daily via the eSIS portal.

Sickness

- Parents should inform school by emailing the class teacher and the attendance officer Ms. C. Smith csmith@aaess.sch.ae as soon as they know their child is going to be absent from school. Medical certification should be submitted as soon as possible, preferably on the same day.
- ADEK requires sick leave certificates if a student has been absent, due to illness, for more than 2 days.
- If medical certificates are not provided, it may result in the absence being recorded as unauthorised.
- A list of when to keep your child at home can be found in Appendix 1.
- Sick leave certificates are required by ADEK after 2 consecutive days.

Medical and Dental Appointments

- Parents should make every effort to ensure all non-urgent medical and dental appointments are made outside of school hours. Where it cannot be avoided, students should attend school for as much of that day as possible.
- Please submit a screenshot of the appointment if it is within school hours so the absence can be authorised.

Attendance and Safeguarding

Compulsory grades (Year 2 and above,)

ADEK considers students with unauthorised absence rates above 5%, 15days per year, as a “cause for concern”.

- AAESS will identify and determine whether the student is at educational risk, in line with the *ADEK Educational Risk Policy*.
- If the absences lead to reasonable suspicions of maltreatment (neglect), the school will report this in line with the *ADEK Student Protection Policy*.
- Where it is suspected parents are repeatedly keeping their children absent from school, each case will be escalated to the School Safeguarding DSL for appropriate intervention and guidance.

Preschool and FS2 classes

AAESS considers an overall absence rate (including authorised and unauthorised absences) above 10% of the school academic year as a “cause for concern” and are authorised to further escalate, in line with the *ADEK Educational Risk Policy* and/or the *ADEK Student Protection Policy*, if applicable.

- AAESS will advise the student's parents that persistent absences may have an impact on student learning and progression.

SEND Students

For our students with additional learning needs, we will aim for them to comply with the school's attendance requirements as detailed above. However, given these additional learning needs we are authorised to

accommodate leaves requested for medical or therapeutic reasons.

A full list of Roles and Responsibilities linked to attendance can be found in Appendix 2.

Ensuring Attendance Compliance

Recording attendance

- Class teachers/form tutors will record attendance on iSAMS by the end of first period at 8:20am. Attendance is reported to ADEK via the eSIS portal.
- Any child arriving after 7:40am will be marked as late with the number of minutes recorded on iSAMS.
- In the event of any unreported absences, parents will be contacted within 2 hours of the attendance register being closed.
- Students arriving after registers close at 8:20am will be recorded as arriving very late.

Monitoring and Reporting Attendance

Attendance will be reviewed half termly. Where attendance has fallen below 95% the following will happen:

- The first Attendance Concern letter will be sent out by the Assistant Principal in charge of Attendance when unauthorised absences rise higher than 5%. At this stage the parents will be invited to meet with the Assistant Principal in charge of Attendance.
- If the unauthorised absences persist above 5% a second Attendance Concern letter, signed by the Head of School. At this stage the parents will be invited to meet with either the Head of Primary or Head of Secondary.
- In any case where unauthorised absence continues to be above 5% and therefore a concern for student wellbeing a third Attendance Concern letter will be sent out and parents will be invited to meet with the Executive Principal.
- ADEK will track all students in year 1-13 with attendance below 95% and Preschool/FS with attendance below 90%.

Recognising excellent or improved student attendance

Given the importance of attendance in improving student academic performance and wellbeing, we aim to promote and celebrate excellent attendance wherever is reasonably possible. We reward and encourage excellent attendance through announcements of classes with 100% attendance. Every week the class with the best attendance is announced in year group assemblies, they receive an attendance certificate and in Primary, will hold the year group Teddy for the week. These results are also announced in the weekly newsletters. On a termly basis children with full or significantly improved attendance and excellent punctuality receive a reward.

Safeguarding

AAESS will continue communicating and working effectively with parents, students and school staff about the importance of good attendance, the rules of attendance, and the consequences of poor attendance. Students with persistent and prolonged absences will be referred to the appropriate Designated Safeguarding Lead.

Planned travel

As a school we discourage travel-related absences, including periods before school breaks. Our teaching staff plan lessons carefully to enable positive engagement and productive learning throughout the academic year. Lesson plans are certainly not designed to be “light” in the last week before the end of the term in anticipation of student absences. All holiday and early travel will be recorded as unauthorised absence.

Authorised Absence

We will authorise absence in the following instances in line with ADEK guidelines, providing that they are supported by communication from parents via email and, if appropriate, official documents from the relative authorities.

- Illness supported by a sick leave certificate where possible.
- Death of a first or second degree relative.
- Medical appointment scheduled prior to absence. (Screenshot of the appointment confirmation should be provided)
- Mandatory appearance before an official body, such as visa or passport appointment. (Screenshot of the appointment confirmation should be provided)
- Essential urgent family travel for matters such as medical care, escort leave, or a death in the family. Evidence required.
- Attendance at student conferences, competitions, and events, with the permission of the Principal (e.g. Model United Nations, sports events, Olympiads).
- Observation of religious holidays that are not defined as public holidays in the UAE.
- Official Examination leave (for board and pre-collegiate examinations only when approved by ADEK)
- Official Study leave (up to 4 weeks annually for board and pre-collegiate examinations only when approved by ADEK). Schools shall remain open for learning during study leave and shall ensure that adequate support is provided to students who are not taking leave
- Leave for medical or therapeutic reasons for students with additional learning needs.
- Government-approved school closures due to extreme weather conditions. (Full list of codes can be found in Appendix 3)

Only where an absence has been authorised, shall school inform the student of work to be caught up and shall allow the student to complete any assignments or tests that they have missed.

Unauthorised Absence

Absences will be treated as unauthorised unless a satisfactory explanation for the student's absence is given to the school. Parents cannot authorise absences.

Examples of Unauthorised absence:

- Holidays or early travel
- Family reasons and personal reasons
- Tired
- No transport /transportation issues
- Self-study / revising at home
- Shopping trips
- Birthdays
- Out of city
- Personal work schedule

Punctuality

Schools shall excuse students who are late in the morning in the case of adverse weather conditions, or any other exceptional reason deemed appropriate by the school administration.

To manage and monitor punctuality, secondary students arriving after 7:40am are required to register at the reception to obtain a late pass before proceeding to their class or lessons. This is then recorded on iSAMS.

- Where a student is late on three occasions within an academic year, the form tutor (Secondary) or class teacher (Primary) will contact the parent via email.
- When a student is late on 8 occasions within an academic year, the year leader will meet with the students and parents in line with the school and ADEK student behaviour policy.

Late arrival for morning registration

School Gates will open from 7:05am in the mornings with the National Anthem played at 7:30am. Morning registration will follow this in class and will be completed by 7:40am. The school gates will remain open until 7:40am.

Secondary students arriving after 7:30am will sign in directly at the schools' reception to ensure that appropriate health and safety regulations are followed and that all students are accounted for. Reception will be accessible from 7:40am via Gate C.

Arrival and Departure Times

Parents must ensure to drop off and pick up their child on time as outlined in the following times:

Monday – Thursday:

Preschool: Drop off - 7:30 am	Pick up - 2:30 pm (1:00 pm optional pick up)
FS2 – Year 13: Drop off - 7:30 am	Pick up - 2:30 pm (3:20 pm if attending ECAs)

Friday

Preschool: Drop off - 7:30 am	Pick up - 12:00 pm
FS2 – Year 13: Drop off - 7:30 am	Pick up - 12:00 pm (No ECAs on Fridays)

Collection Procedures

Students that **do not** use bus transport should be picked up from Gate B, Gate C and Gate E only.
Parents wanting to collect their child from school that ordinarily use the school bus must contact the class teacher and transportation department in writing or email before 10:00am on the same day.

School Transport: myaghi@aaess.sch.ae

Please note that no exceptions to this rule will be allowed under any circumstances. This is to prevent communication errors and ensure the safety of our students.

Early pick up

We ask that when students are going to be picked up early that parents inform the school via email to the child's class teacher and attendance officer csmith@aaess.sch.ae before 10:00am on the same day. Parents must park outside Gate C and then report to the reception to collect their child. A screenshot of any medical appointments must be provided to authorise a part day absence.

Related Documentation

[ADEK School Safeguarding Policy](#)
[ADEK School Educational Risk Policy](#)
[ADEK School Student Protection Policy](#)
[ADEK School Student Behavior Policy](#)

Appendix 1

A list of when to keep your child at home

- **Fever** - Please keep a child at home with a temperature/fever of 38C and above, (Department of Health Directive) and keep them at home until they are symptom free without medication for a minimum of 24hours. Contact your doctor if you have any concerns with fever-like illnesses. Nurses are happy to provide guidance, please email schoolnurse@aaess.sch.ae
- **Gastric Concerns, diarrhoea, nausea and vomiting** - Gastric-like illnesses/infections can be passed amongst children very easily. Children should remain home until they are symptom free for a minimum of 48hours (Department of Health Directive) before returning to school. If your child's health status deteriorates or does not improve then please consult your doctor promptly, children can become dehydrated very quickly.
- **Infectious illnesses** - (Health Authority Directive) If your child is suspected or had a confirmed diagnosis of an infectious illness i.e. measles, mumps, chicken pox, meningitis, scarlet fever ect. Then please contact the school nurses directly as soon as possible schoolnurse@aaess.sch.ae. The school nurses are then able to alert the school community, if appropriate. All students must be cleared by a doctor before returning to school.
- **Head Lice** - Consultation must be taken with a doctor/pharmacist for a treatment shampoo. Once a case is reported, a classroom hair inspection will take place.
- **Broken Bones and reduced mobility at school** - Please notify the school nurse directly via email schoolnurse@aaess.sch.ae and forward a copy of the doctor's discharging report which provides diagnosis and care needs. This will then help the nurse to decide if the student is able to return to school or not. Nurses can then provide support and care as appropriate. Identifying children with reduced mobility is important at times of fire drills.

Appendix 2

ROLES AND RESPONSIBILITIES

Everyone must be proactive in their approach to promoting excellent attendance to students and their parents, which includes forming positive relationships with families to enable AAESS to be 'the school of choice' for local families

Senior Leadership Team

As part of our whole school's approach to maintaining high attendance, the extended leadership team will:

- Encourage excellent attendance for the children's own academic attainment and progress
- Coordinate with the Parent Committee to monitor the attendance policy and its effectiveness
- Report on attendance figures at Governors meetings.
- Ensure that all staff are fully aware and up to date with current processes and expectations.
- Ensure all SLT and School Counselors monitor and promote excellent attendance.
- Ensure systems to record attendance are embedded and effective.

Teachers

As part of our whole school's approach to maintain high attendance, teachers will:

- Ensure that they are fully aware and up to date with the school's attendance process.
- Ensure accurate attendance is taken daily, by 8:20 am, adhering to deadlines as per school guidance.
- Encourage excellent attendance and that students are taught the value of high attendance for their own personal academic attainment and progress.
- Follow the school's safeguarding policy or speak to a member of MLT and/or SLT for further guidance.
- Ensure correct registration codes are being used in iSAMS when registration happens.

(Full list of codes can be found in Appendix 3)

Administrative Staff

As part of our whole school's approach to maintain high attendance Administrative staff will:

- Ensure that they are fully aware and up to date with the school's attendance process.
- Ensure that they are following the correct systems for following up on absence and communicating with parents adhering to deadlines as per school guidance.
- Follow up on unauthorised absences within 2 hours of the register closing.
- Submit daily attendance reports to ADEK.
- Ensure correct registration codes in iSAMS are being used by teachers

(Full list of codes can be found in Appendix 3)

Parents

To help support their child's learning:

- Parents will let the school know as soon as possible if they know in advance that their child will be absent.
- Parents must inform school of any absence known 24 hours in advance, but by 8:15 am on the day of absence at the latest via email to the class teacher and to the attendance officer csmith@aaess.sch.ae
- A reason and/or explanation for any sick leave should be provided to school with any sick leave supporting documentation or official medical certificates
- Parents will inform admin that their child is to miss school for any reason including leaving early
- Be punctual in dropping children off at school by 7.30am

Students

As part of our whole school ethos to maintain excellent attendance, we expect students to demonstrate a positive mindset and engagement with learning by:

- Attending school and classes on time and providing an explanation for any lateness or absences in line with the *ADEK Student Behaviour Policy*.
- Be aware of and adhere to the school's attendance and punctuality expectations.
- Speak to their form tutor if experiencing difficulties at school or at home which may impact on their attendance.
- Be "learning ready" with the appropriate learning equipment and uniform at all lessons.
- Follow the correct school procedures if they arrive late. This will help the school to monitor attendance and keep accurate records for the child's individual attendance and is important for health and safety in the event of a school evacuation.
- Acknowledge and agree to the school's Student Code of Conduct.

Appendix 3

Codes to be used in iSAMs when completing daily registers.**

School Registration	School Code	Present	Authorised Absence	Unauthorised Absence	Physically Present
Absent - No reason given	N			✓	No
Medical	M		✓		No
Illness	I		✓		No
Trip/ Educational Visit	V	✓			No
Athletic Event	P	✓			No
Religious *	R		✓		No
Internal Suspension	K	✓			Yes
External Suspension	E	✓			No
Study Leave and Formal Exams	S	✓			No
Distance Learning	B	✓			No
Compassionate Leave	C		✓		No
Leave for official documentation	D		✓		No
Holiday	H			✓	No
Student Interview	J		✓		No
Late	L	✓			Yes
Unauthorised Absence	U			✓	No
Internal School Event	W	✓			Yes
Late after registers have closed	O	✓		✓	Yes
Temporary reduced timetable	C2	✓			No

* Children are entitled to 4 days a year to attend Umrah. **Codes are subject to change