

POL/AC004 NLCS Dubai Attendance and Punctuality Policy – Whole School

Policy Title:	NLCS Dubai Attendance and Punctuality Policy – Whole School
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Approved By:	Principal, VP Pastoral Care

Purpose

At North London Collegiate School Dubai, we strive for an environment which enables and encourages all members of the School to achieve excellence. For each child to gain the greatest benefit from their education and reach their full potential a high level of school attendance and consistent punctuality is essential. Parents and teachers share the responsibility for supporting and promoting excellent school attendance and punctuality. It is our duty to consistently strive to achieve a goal of 100% attendance for all students.

For our students to take full advantage of the educational opportunities offered, it is essential that students are at school, on time, every day the School is open unless the reason for the absence is unavoidable. The routines students develop around attendance and punctuality at school are the same as the expectations of any future employer in the world of work. High attainment, confidence with peers and staff, strong school relationships and future aspirations depend on excellent attendance.

We are committed to safeguarding and promoting the welfare of all children and young people at NLCS Dubai. Attendance is very important to the safeguarding of our students and the School expects all members of the School community (teaching staff, non-teaching staff, volunteers, parents and students) to share and uphold this commitment. A child consistently not attending school or arriving late is considered a safeguarding matter.

1. Guidelines for Attendance

We expect all students to have 100% attendance and punctuality unless there are unavoidable circumstances.

In the UAE, the KHDA guidelines for attendance are as follows:

- 98% excellent,
- 96% good,
- 92% satisfactory,
- less than 92% unsatisfactory.

Please refer to **Appendix A** for information on procedures when a student's attendance and punctuality is a cause for concern.

2. Responsibilities

2.1 Vice Principal (Pastoral) (SS) and Head of Junior School (JS)

- Oversees the administrator in charge of attendance and punctuality
- Ensures attendance and punctuality is recorded accurately
- Analyses attendance and punctuality patterns on a weekly and half termly basis
- Vice Principal (Pastoral) liaises with Heads of Houses/Sixth Form in attendance/punctuality concern cases and ensure support is in place for the student
- Head of Junior School liaises with Heads of Phase in attendance/punctuality concern cases and ensure support is in place for the student
- Deals with long term absence requests appropriately
- Ensures there is a whole school approach that reinforces excellent school attendance that encourages students to attend and achieve
- Provides reports for Inspection and Governors as appropriate

2.2 Administrator in charge of Attendance and Punctuality:

- 2.2.1** Follow up on absent students through parental and staff contact, raising immediate concerns with appropriate staff
- 2.2.2** Ensure records are accurate and up-to-date
- 2.2.3** Ensure teachers are completing necessary registers accurately and inform ST Lead of specific staff issues
- 2.2.4** Ensure unknown absences for any registered sessions are followed up in the appropriate time frame
- 2.2.5** Produce daily morning absence lists for emergency use

2.3 Assistant Principals – Heads of Houses and Head of Sixth Form (SS):

- 2.3.1** Ensure that tutors take their registers appropriately and follow up on initial

- 2.3.2** attendance/punctuality issues.
- 2.3.3** Identify students who become an attendance/punctuality concern, raising these with the ST Lead and contacting parents where appropriate
- 2.3.4** Communicate the School's concerns to parents or carers where attendance is not at the level expected for a successful NLCS student
- 2.3.5** Work with parents, guardians and students to improve punctuality and attendance for those students who fall below our expected levels

2.4 Tutors:

- 2.4.1** Ensure session register is taken accurately and in the correct time-frame
- 2.4.2** Contact the HoH/HoS with any attendance/punctuality patterns, worries or concerns
- 2.4.3** Contact parents regarding worries and concerns as needed

All SS Staff:

- 2.4.4** Ensure all students are recorded accurately in a timely way for all lesson registrations on iSAMS
- 2.4.5** Use "alert button" on iSAMS if a student is missing from a class (see Missing Student Policy)
- 2.4.6** Contact the tutor if there are concerns with a student's attendance or punctuality
- 2.4.7** Support students to engage with learning once back in school or whilst away if for a long period of medical absence
- 2.4.8** Promote excellent attendance and punctuality with students at all appropriate opportunities including role modelling

2.5 Students:

- Attend school every day unless they are ill or have an authorised reason for absence
- Ensure that they arrive in school on time and attend registration
- Take responsibility for signing in should they arrive late to school
- Must ensure they seek help and be proactive in catching up with work missed

2.6 Parents/Carers:

- 2.6.1** Should place a high priority on attendance and punctuality and not allow their child to have time off school unless unavoidable
- 2.6.2** Should endeavour to keep health appointments out of school hours and holidays out of term time
- 2.6.3** Must work with the school to resolve issues where possible and ensure good attendance and punctuality
- 2.6.4** Inform the Form Tutor and HoH/HoS in the Senior School as well the School office at reception@nlcsdubai.ae or call +971 04 3190888 of any reason or problem that may hinder their child from attending school
- 2.6.5** Inform the class teacher in the Junior School as well as Junior School Reception at juniorreception@nlcsdubai.ae or call +971 04 3190888 of any reason or problem that may hinder their child from attending school
- 2.6.6** Parents are to telephone the School Reception by 8:00 a.m. if their son or daughter is to be absent from school on that day and every subsequent day until the child returns to School.

- 2.6.7** A medical note must be provided for more than a three-day absence
- 2.6.8** Parents must email the VP Pastoral (SS) and/or Head of Junior School (JS) to request authorisation for long term absences

3 Recording Attendance and Punctuality

3.2 Attendance

- 3.2.1** Form Tutors and class teachers will set an example by having good attendance and arriving on time to registration and lessons – Senior School Form Tutors should be in the classroom by 7:50 a.m. Junior School class teachers should be in the classroom by 7.40 .
- 3.2.2** Senior School - registration is at 8:00 a.m. and the register needs to be completed by 8:15 a.m.
 - Students who arrive after 8:00 a.m. will be marked as late by the tutor. All Senior School students who arrive after 8:00 a.m. at the School need to sign in at reception, before proceeding to their Form or classrooms,
 - In the Junior School, registration needs to be completed by 8:20 a.m. Students arriving after 8:20 a.m. will be marked as late after signing in at Junior School reception unless they are Pre KG who start at 8:30 a.m. Registers for Pre KG to be marked by 8:40 a.m.
- 3.2.3** Students will only be marked present if seen in class by the Form Tutor, or class teacher.
- 3.2.4** The teachers of students who are attending a practice; or activity need to inform the Form Tutor or class teacher of the reason for the student's absence from registration.
- 3.2.5** At 8:30 a.m. the administrative staff at reception will check the whole school register on iSAMS for any absences and check the sign-in list. All unauthorised absences will be noted.
- 3.2.6** Reception staff will contact the relevant class or subject teacher to make sure that the student has not gone to class without signing in, and update the registers, where relevant.
- 3.2.7** At 9:00 a.m., administrative staff from reception will check in the relevant lesson for any unauthorised absent students to make sure the student is not at school. After this, the parents, or carers of any student who is not accounted for, will be contacted. Parents will be called in the first instance, if no answer an email is sent. A follow up call is made in the afternoon if no information has come from home by this time.
- 3.2.8** An attendance report will be sent to all teaching staff by 9:40 a.m. with details of any absent students, or stating that all students are present. Administrative staff at reception should immediately be notified if a student who has been reported as absent by the administrative staff or on iSAMS is present in class.
- 3.2.9** Where there is no response to calls or emails from the parents or carers, the relevant Head of House in the Senior School or the relevant member of the Junior Team will be contacted who will then take the appropriate action.
- 3.2.10** A record of all interventions will be kept on iSAMS
- 3.2.11** In the Senior School, attendance will be recorded via iSAMS at the start of each lesson.

3.3 Punctuality

- 3.3.1** School documentation will clearly state the time at which each School day begins and ends,

including the time at which registers open and close.

- 3.3.2** Students who arrive late should report to the School Reception as soon as they come into school so that the electronic register can be updated.
- 3.3.3** If the child is in the First School, the parent should accompany them and report to School Reception.

3.4 Leaving the School Premises

- 3.4.1** Students are required to sign out at reception if they need to leave the School premises for any unavoidable reasons, such as an emergency medical appointment.
- 3.4.2** Written confirmation must have been sent to reception from the Assistant Principal for them to have permission to leave or communication directly from home.
- 3.4.3** Upon their return, they are required to sign in again. A student sign-in and sign-out book will be at Reception for this purpose.

3.5 Medical Centre

- 3.5.1** When students access the Medical Centre during the school day, they need a medical centre a note from a member of staff in their student planner. First School students will be accompanied by the TA. Lower School students will come with a note.
- 3.5.2** The Medical Centre will send the student back with a note explaining where they have been and the time they left in their student planner. The TA will stay with First School students.
- 3.5.3** The information is added on iSAMS by the Medical Centre staff.
- 3.5.4** Should there be high attendance at the Medical Centre by any individual student, the Medical Centre should contact relevant Assistant Principal/Head of Section.

3.6 Attendance and Punctuality Codes

- 3.6.1** Main Codes (all staff)
 - / - Present
 - N - No reason yet provided for absence. These will be chased up. There should be no N marks remaining on registers by the end of each week.
 - L - Late. After 8.15am reception will provide a late slip to students who will pass this to their tutor or teacher who will amend the register after.
- 3.6.2** Other codes (Administrator, Assistant Principal, Heads of Section and Vice Principal)
 - G - Family holiday (NOT agreed)
 - H - Family holiday (agreed) (as above)
 - I - Illness (NOT medical or dental appts)
 - J - Interview
 - M - Medical/Dental appointments
 - P - Approved sporting activity
 - R - Religious observance
 - S - Study leave
 - V - Educational visit or trip if arranged by NLCS Dubai
 - W - Work experience

These codes can be pre-populated for an agreed amount of time. Medical or illness will be pre-populated

for the day. Any classroom teacher can amend these codes if the student arrives to their lesson.

4 Authorised and Unauthorised Absence

4.2 Authorised Absence

- 4.2.1 Authorisation for absence must be applied for in writing to the Vice Principal (Pastoral Care) or the Head of the Junior School in advance of the absence.
- 4.2.2 There are some occasions where special, long-term absence can be approved for a student

4.3 Unauthorised Absence

- 4.3.1 The KHDA attendance guidelines state:
“A student should not have more than 20 consecutive or 25 non-consecutive days of unauthorised absence. They may lose their place in the school or potentially be asked to repeat the year.”
- 4.3.2 Any holiday in excess of authorised holiday will be considered unauthorised.
- 4.3.3 All extensive periods of absence will be reported to the KHDA.
- 4.3.4 In cases of unauthorised absence, the student must be proactive in making up any missed work; the School will not provide additional support or tutoring for missed lessons, nor arrange for internal exams to be set at an alternative time.

4.4 Extended Unauthorised Absence

- 4.4.1 In the case of repeated unexplained absence, a meeting will be held with parents and expectations made clear.
- 4.4.2 In cases where parents willfully withhold a student from school, or persistently refuse to co-operate with efforts aimed at affecting a return to satisfactory school attendance, the Designated Safeguarding Lead or Principal will seek advice from the KHDA.
- 4.4.3 Extended unauthorised absence may result in the parents being asked to remove the student from the School.

4.5 Reintegration

- There is a professional requirement to set work that can be done at home when students who are absent from school for approved reasons over a prolonged period of time, e.g. sustained illness or injury, fixed term exclusion etc.
- Assistant Principals will liaise with teachers to coordinate the collection of schoolwork and the frequency with which it is sent home.

- The Assistant Principal may also need to meet with the Head of Inclusion to discuss the reintegration of students who are returning to school after a sustained period of absence. It may be appropriate to offer one or more of the following strategies:
 - An initial reduction in timetable.
 - Permanent modified curriculum.
 - Private study time for catch up work e.g. withdrawal.
 - Additional support in class
 - Increased pastoral support
 - Support Plan
- Individual subject teachers must also make provision for students returning to their class after extended periods of absence – providing peer support and catch up materials as appropriate

APPENDIX A

In cases of repeated tardiness and absenteeism, the following recommendations from the KHDA will apply:

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 incidents of tardiness in a month or the first two incidents in a week	Written warning to student and parents from tutor. Tardiness will be noted in the student's progress report.
	Up to an additional three instances of tardiness following this in a month, or two in a week	A letter sent from the Assistant Principal, and a phone call/meeting with parents. Student meeting to confirm this will not be repeated Tardiness will be noted in student's progress report.
	Any additional incidents to the above	At the discretion of the School, a decision might include one or more of the following: <ul style="list-style-type: none"> • Community hours at the school • Parental meeting • Reflection time • A written notice-announcing refusal to re-enrol the student in the school for the following academic year
Offence	Frequency	Implications
Absenteeism - this refers to frequent or habitual absence from school or from lessons without a valid medical or family related excuse.	The four incidents of absenteeism in a month	Written warning to student and parents from tutor Absent days will be noted in the students' progress report.
	Up to an additional three instances of absenteeism following this	A letter sent from the Assistant Principal, and a phone call/meeting with parents.
		Student meeting to confirm this will not be repeated Tardiness will be noted in student's progress report.

	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 • Parental meeting • Reflection time • A written notice- announcing refusal to re-enrol the student in the school for the following academic year • Referral to authority as safeguarding concerns
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These decisions are endorsed by KHDA and the Authority will uphold consequences resulting from continued tardiness and absenteeism.