

INTERNATIONAL ACADEMIC SCHOOL



المدرسة الأكاديمية الدولية

ATTENDANCE & PUNCTUALITY POLICY

APPROVED BY: PRINCIPAL	DEPARTMENT: ACADEMIC	REVIEW ANNUALLY	PUBLICATION DATE: JULY 2025
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At the International Academic School, we take the issue of students' attendance and punctuality extremely seriously. Evidence shows that both lateness and poor attendance have a detrimental effect on a student's educational attainment and life chances. It may also make it more difficult for them to form firm social bonds with other students. Absences soon add up, as do late arrivals resulting in missing lesson time in the morning, and these have a significant impact on learning.

The KHDA Parent School Contract states that parents have a responsibility for 'promoting their child's attendance' and that continued 'absenteeism will result in disciplinary measures and will affect the student's chances of enrollment for the upcoming academic year.'

The Ministry of Education for the UAE also states that 'if a student is absent from school for 20 consecutive days or 25 nonconsecutive days' the school can remove the student's place.

The DSIB guidelines for attendance are as follows:

Attendance %	DSIB Guidelines
98% and above	Outstanding
96-97%	Very Good
94-95%	Good
92-93%	Acceptable
90-91%	Weak
Less than 90%	Very Weak

All parents should ensure that their student is at school on time every day of the school year except for during a period of illness. The reason for an absence must always be communicated to the school. If a student is sick, parents should email their student's class teacher, section supervisor, and the clinic team to explain the absence.

Communicating Absence

- Parents to report absence by emailing the section supervisor and copying the class teacher. Recommended to copy clinic@ias-dubai.ae if the absence is related to illness.
- After 48 hours absence a sick note is required from the doctor. Absences of more than 48 hours without the support of a sick note will be marked as unauthorized.
- The Principal cannot authorize absences other than for medical reasons.

It is the Section Supervisors professional responsibility to accurately record daily attendance by filling in the electronic register by 10 AM. The register must then be saved and closed. The following mark scheme should be followed:

Orison Classroom Attendance Code	Code Explanation
P	Present
AA	Authorized Absence
UA	Unauthorized Absence
L	Late
EG	Early Going
SA	School Activity
HD	Half Day
SUS	Suspended

*If no message is received, the Section Supervisor must call parents to report the student absence. This should be recorded in the Attendance Register.

*If a message is received from the parent to say the student is sick – mark as Authorized Absence. This applies for two days.

*If the child is still away after two days but no sick note is received – mark as Unauthorized Absence.

The Section Supervisor must then send message to the parent to remind them that a doctor's note is required. If this procedure and the timings are not adhered to by the Section Supervisor incorrect information may be transmitted to parents.

All gates but the main gate are closed at 7:55 am. Children arriving in school at or after 7:55 am will enter the school through Reception and will be signed in by the Reception team. They will be issued a blue slip to show to the Section Supervisor before proceeding to class. In this case, the Section Supervisor must mark the student as late in the Orison System before sending the student to class.

Procedure for Managing Pupil Absence and Lateness at IAS

Every Monday the Section Supervisor produces an absence and lateness report. Children causing concern have gone over one of the following thresholds: 5 (teacher to follow up), 15 (teacher and Section Supervisor to follow up), 20 (Head of Section and Vice Principal to follow up), 25 (Principal to follow up) or more days absent/late from the beginning of the academic year.

The Section Supervisor informs teachers, Section Heads or SLT (as applicable) via email of students who have gone over one of the thresholds, so they contact the family and discuss the child's attendance/punctuality and ways of improving it. The conversation is logged in the Attendance Register. Attendance and punctuality letters are sent to parents via email on the following Friday.

All reports and documents regarding attendance and punctuality are shared with SLT via a folder in TEAMS. The folder includes copies of the letters sent to parents.

KHDA has clarified that a child missing more than 25% of the academic year (43 days) would not be automatically promoted to the next academic year. Principal writes every 5 days after 25 days.

5 Day Absence Without Contact

When students are absent from school for 5 days or more without contact with the parents, the following procedure should be followed. It is the responsibility of the Section Supervisor, in conjunction with the class teacher, to ensure that records are kept and cross check that contact has not been made. On the 5th day of absence, the Principal is required to email KHDA to inform them that parents have not made the school aware of the reason for absence. KHDA will contact the parents directly and Child Protection may be contacted.

5 days Absence without contact

Section Supervisor notifies class teacher/lead teacher via email. Relevant SLT are included in email

Class teacher/Section Supervisor is responsible for contacting home via phone call before the end of the day on Friday. They are responsible for informing the Section Supervisor for updating the attendance register.

If contact cannot be made via phone call, a follow up email will be sent from the Section Supervisor reminding parents to update contact details and to contact the school immediately.

If absence continues without communication from home, the school will contact KHDA.

Students leaving school early

If parents collect their students early from school, they must fill in an exit pass at reception before their student will be collected from the classroom by a member of admin staff. As the student is handed over to the parents by the reception team, parents will be given an orange exit slip to hand to the guard on leaving the premises. If the child normally uses the bus, the Transportation Coordinator is to be informed that the child has gone home. Details of children going home early are recorded in the Exit Log, kept at the front desk, before being transferred to the Orison register. This register is then analyzed at the end of each month and any child regularly missing time will be noted and parents requested to attend a meeting with a member of SLT.

Clinic Procedure for students leaving school early:

1. Student is taken to the clinic
2. If the student is picked up, then the clinic will email the class teacher, Section Supervisor and Head of Section to let them know the reason

Late Pickups

Students not collected after the designated pick-up time will be escorted to the late room where they will be supervised by a member of staff. Late collection is recorded using the Late Room Register at the time the child is collected. Date and time of collection is recorded. All attempts will be made to contact either parent or their emergency contact listed. As a last resort the police may be contacted.

Parents who are persistently late picking up will be asked to meet a member of SLT.