Attendance and Punctuality Policy

Approved by: Governing Board	Date: December 2024
Last reviewed on	Date: August 2026
Next review due by	Date: August 2027

Policy Objective

The purpose of this Attendance and Punctuality Policy is to ensure that all students maintain regular attendance and arrive on time to maximize learning opportunities. The policy aims to:

- Promote a culture of responsibility, punctuality, and commitment among students.
- Define clear expectations for attendance and punctuality
- Establish procedures for monitoring, reporting, and addressing attendance concerns.
- Foster collaboration between the school and parents to support students at risk due to excessive absences or lateness.

Introduction

At ISC Khalifa City (ISC KC), we believe that attendance and punctuality play a crucial part in the development of intellectually curious students, who are motivated to become life-long learners. The school is committed to fostering a culture of punctuality and consistent attendance, recognizing these as essential for academic success and personal development. Regular attendance ensures students remain engaged, achieve learning outcomes, and develop responsibility. This policy reflects ADEK's standards and emphasizes collaboration between the school, parents, and students to maintain high attendance and punctuality.

Whilst ISC KC has set guidelines for disciplinary matters, a disciplinary consequence is not automatically given to a student without considering the mitigating circumstances surrounding the attendance/punctuality infraction.

All members of staff are expected to contribute to attendance standards both by enforcing the rules, and by always setting a good example and being positive role models.

Attendance

- Students may not be absent from school unless they are too sick to be in school. Parents may not give their children excuses to stay away from school. If situations arise where parents consider it necessary to keep their children away from school, they must obtain permission from the Administration.

- Students who are absent from school must bring in the following day a medical note which should be handed to the Supervisor. Failure to do so may result in disciplinary actions.

- Any student who is not to participate in a Physical Education lesson for any reason must bring a note signed by a doctor giving the reason for non-participation. The note, like all notes sent by the parents to the school, should be handed in to the Supervisor, not the teacher.

- Teachers post the names of absent students on the classroom's door at the beginning of the first lesson and check the attendance sheet at the beginning of every subsequent lesson to inform the supervisor for immediate action.

Punctuality

- All students must be in school before the national anthem in the morning.
- In the morning, the second bell goes five minutes after the first. All students must be in their assigned seats before the second bell rings, so no class time is wasted.
- After breaks, there are always two bells. Students should be in class on time, and in their assigned seats before the second bell rings.
- Late students will not be admitted to class without a permission slip signed by the Supervisor. Late students should not go directly to class; instead, they should report to the Supervisor, who will decide when they can be admitted to class. Students who are frequently late may be asked to stop attending school altogether until a meeting is arranged with their parents.
- There is no break between consecutive lessons. Students must remain in their seats. If they have to move to a different classroom, they must do it as quickly as possible.

Monitoring and Intervention

- Attendance and punctuality are followed up on, recorded daily and uploaded to ADEK's Student Information System and school's system.
- Students exceeding absence thresholds or showing repeated lateness will be identified as "educationally at risk."
- The school will follow up with parents for any student deemed at educational risk due to excessive excused or unexcused absences. Meetings will be arranged to agree on an action plan to improve attendance and punctuality.

- Persistent non-compliance will be addressed through appropriate measures in ensuring a collaborative approach with parents to support improved attendance and punctuality