DUBAI COLLEGE

A tradition of quality in education

Attendance Policy

Dubai College actively promotes and encourages 100% attendance for all students. The evidence is well documented in studies by Higgins et al (2014) and Ainscow et al (2016); there is a clear positive correlation between attendance rates and academic performance as well as increases in students' social and emotional well-being. Increased interactions provide opportunities for positive peer interactions, effective and timely support from teachers as well as maximising chances of academic growth.

KHDA Guidelines for Attendance

Rating	Percentage
Excellent	98% or higher attendance
Very Good	96% or higher attendance
Good	94% or higher attendance
Acceptable	92% or higher attendance
Weak	Less than 92% attendance
Very Weak	Less than 90% attendance

All staff will be actively engaged in raising attendance levels. This will involve fostering good relationships between students, staff and parents, being aware of the causes of poor attendance and ensuring that the curriculum offers effective stretch and challenge. We will give a high priority to conveying to parents and students the importance of regular and punctual attendance and we will hold families to account for attendance levels which fall below our expectations. As well as letters home, there will be sanctions in place for attendance that does not meet the required standard.

In accordance with UAE law a student may be permanently excluded if he/she is absent from school for 20 consecutive days or 25 non-consecutive days within an academic year. In such cases, the school does reserve the right to exclude the child, ask them to repeat a year or withdraw the offer of a place for the following academic year.

Daily Registration

Pupil Attendance/Absence is registered twice per day by the form teacher as well as each class teacher throughout the day. Morning registration is conducted at 07:45 a.m. and afternoon registration is at 1:20p.m. (except Fridays when the pm attendance is taken from Period 5 registration at 11:15 a.m.).

Please Note – During the Holy Month of Ramadan daily timings are modified in line with local Arabic/Muslim custom.

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iSAMS is the college's electronic registration and management information system. Attendance is recorded for all lessons, extracurricular attendance and form times through this system.

Categorising Absence

All absence will be recorded against a student's record, regardless of the type of absence and its categorisation. The school appreciates there may be unavoidable instances where a child is unable to attend school; such instances will be recorded as 'Approved absence' (see below). All other absences will be recorded against a student's record as 'Unapproved absence' (see below). Absence can only be approved by the Headmaster or Deputy Head: Pastoral and cannot be authorised by parents. All absences will be treated as an unapproved absence unless a satisfactory explanation and/or required evidence for the student's absence has been received.

Approved Absence

• Medical
• Illness
• Family Emergency/Bereavement
• Religious Leave: only in certain instances
• Exceptional Circumstances: Such as extreme domestic issues or trauma, with careful consideration for multi-agency input.
• Legal Meetings: For court appearances or children's hearings.
• Exclusions from school: these will be linked to behaviour incidents.

Unapproved

When a child is away without prior knowledge and/or approval of the school. Therefore, the absence is unauthorised if a child is away from school without prior approval of the school even with the support of the parent. Absence requests may also be unapproved if current attendance falls below expectations.

Unplanned Absence

1 - Daily absence

- Parents are asked to submit the online absence form **between 8:00a.m. and 9:00 a.m.** to report their daughter's/son's absence.
- Absences Lists are collated from all daily morning reports through iSAMS by the attendance officer.
- Daily Absence Lists are emailed to all HOY and are also available on iSAMS for all form teachers.
- When the daily lists are completed, the Attendance Officer (Mrs Jacqui Pye) will attempt to make telephone enquiries in the cases where an absence still remains unexplained.
- Upon returning to normal attendance, if a medical note has not been emailed to the Attendance Officer or a call has not been made to school, a pupil should bring the medical note and hand directly to the Form Teacher or the Medical Staff.

2 - Late arrivals

- Student who are Late Arrivals in school **MUST**, on arrival, report directly to Reception and sign the "Student Signing In-Log" (Late Book).
- A member of the Reception Team records this in the appropriate electronic register (L).

3 - Early departure during the school day

- Pupils who are sent home from school during the course of a school day by the Nurse **MUST** sign out in the "Student Signing-Out Log" at Reception.
- A member of the Reception Team records their exit in the appropriate register and pre-codes any remaining sessions.
- An exit pass will be signed and given to the student as this will be needed to exit the school site.

Planned Absence

4 - Non-school sanctioned absence

An application for early leave/planned absence must be made in advance to the Headmaster via his Personal Assistant, headassist@dubaicollege.org

5 - School Sanctioned Absences, e.g. Study Leave, School Trips etc.

Except for study leave, the staff member in charge of the activity/trip should email a list of pupils concerned to all staff. Form Teachers consult the list to verify which tutees are involved. Absence is pre-coded in the register accordingly by the Attendance Officer. No follow up message or letter from the parent is required if they have given prior permission for the activity/trip.

6 - Religious Observance

Dubai College acknowledges and celebrates the diversity in our community. We recognise that on some occasions, religious festivals may fall outside school holiday periods or weekends, and this necessitates a consideration by written request by the parent of authorised absence. Such absence will be authorised up to a maximum of two days annually.

7 - Medical Appointments

Dubai College expects medical and dental appointments to take place outside of the school day or during school holidays. Where this is not possible, parents/guardians must notify the school in advance via the online absence form and provide evidence of the extenuating appointment.

In the case of emergencies, it is important that we have this information as soon as possible thereafter. Where possible, there is an expectation that a student attends school prior to the appointment and/or returns to school after the appointment.

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Attendance follow up

Stage		
1	Student's attendance/punctuality falls below 96% (Good)	JPY – Attendance Awareness (Letter 1)
2	Student's attendance/punctuality falls below 94% (Acceptable)	JPY – Attendance Warning (Letter 2)
3	Student's attendance/punctuality falls below 92% (Weak)	HOY – Attendance Warning (Letter 3) and Parent meeting. The Head of Year will meet with the parents and student to create attendance action plan.
4	Student's attendance/punctuality falls below 90% (Very Weak)	DH:P - Attendance Final Warning (Letter 4) and Parent meeting with Deputy Head: Pastoral and Head of Section/Head of Year. There will be a discussion about repeating the academic year and/non-reenrolment subject to KHDA approval
5	Student's attendance/punctuality falls below 80% (Unacceptable)	Head - Headmaster's Letter and Meeting with Headmaster and Deputy Head: Pastoral about withdrawal from Dubai College due to not meeting the standards required. All subsequent actions subject to KHDA approval.

Absence from a Public Examination

Parents/guardians should contact the School and Examinations Officer as soon as possible.

The Examinations Team should be informed immediately so that the appropriate procedures (as laid down by the United Kingdom Examining Boards) are followed, e.g. obtaining doctors certificates, etc.

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Punctuality

It is Dubai College's responsibility to provide the best education possible. This can only be achieved if a student attends regularly and punctually. All students need to be on site by 7:40am. Dubai College expects all students to arrive at school on time; poor punctuality is not acceptable. A student arriving late will disrupt not only their own continuity of learning but also that of others. Occasional lateness to school or lessons will result in short detentions to make up time lost; patterns of lateness over a period of time will result in further action.

Procedure for Persistent Lateness

- It is expected that students are on time.
- Where a student is late to registration, a late mark will be noted.

Sanctions for repeated lateness to morning registration at 7:45am

1. Two late arrivals generate a warning letter home.
2. Three late marks in any given half term will result in early morning sign ins for **1 week with reception.** Any lateness during that week will immediately result in HOY calling home. The time will then be made up in an after-school detention with the HOY.
3. Three further late marks in any given half term will result in early morning sign ins for **1 week with the HOY/HOS**. The HOS will call home to ensure punctuality is prioritised. Any lateness during that week will immediately result in a further call home from the HOS. The time will then be made up in an after-school detention with the HOS.
4. Three further instances of lateness at any point during the school year will result in the HOS making a phone call home. The student will then sign in with for **1 week with the SLT member of staff on duty each morning.** Any lateness during that week will immediately result in the Deputy Head on duty to call home. The time will then be made up in an after-school detention with SLT.
5. Any further incidences of morning lateness, after steps 1 to 3 have been followed, will result in the Deputy Head: Pastoral/Headmaster inviting parents in for a meeting to discuss the suitability of the student remaining on roll as a Dubai College student.

N.B. All students who are unable to comply with the early sign in procedure will be required to attend a Headmaster's detention on a Saturday morning.

Sanctions for repeated lateness to lessons

- It is expected that students are on time to lessons and staff will allow a grace period of 5 mins only to allow for transition between buildings. Students who are marked late on registers will be spoken to about their tardiness.
- Where a student is later than 5 minutes to a lesson, a log on the register is made and a collective sanction noted if this is persistent in one or across more subjects.

- Repeated offences during school time will be dealt with by the class teacher/form teacher/HOY and the time made up at another specified time. The whole school detention system is used to address this where no change in behaviour is noted.

Who is involved and who is responsible?

Form Teacher

- Keeps an accurate register of attendance recorded in iSAMS.
- Looks for repeated absences or absences on key dates and informs HOY/HOS.

Subject Teacher

- Keeps an accurate register of attendance for every lesson taught.
- Press the alert button, **within 10 mins of the lesson start time**, for students who are not present in the session being taught but have been present for the previous session(s) of the day. The alert should not be pressed for students who have known absence and they have been absent for the session preceding.

Nurse

- Refers pupils being sent home for family care to the School Reception for 'signing out' and collection by parents.
- May receive telephone messages from parents/guardians regarding absence which are then referred to the School Reception.
- Telephone long-term absentees, e.g. those with glandular fever, to enquire on their progress.

Attendance Officer &/Reception

- Compiles daily absence lists from iSAMS.
- Receives calls/checks online submissions from parents/guardians regarding absence.
- Email/telephones in cases of unexplained absences.
- Passes 'early leaver' letters/notes to Headmaster.
- Administers gate passes for students leaving in the middle of the day for appointments who have prior parental/guardian permission to leave the school site.

Head of Year/Section

- Investigates cases of absence referred by Form Teachers.
- Checks for any of a dubious nature.
- Follows up any missing Absence Notes.
- Relays messages regarding pupil absences, where appropriate.
- Liaises with parents regarding pupil absences, where appropriate.

All Teachers

- Spot repeated absences from lessons, using the online attendance system, and check with the Form Teachers, HOY/HOS and/or School Reception.

Examination Team

- Follows up problems/absences of pupils from public examinations, e.g. contacts parents to obtain doctors notes, etc.
- For internal examinations arranges with HOD the sitting of papers for those who are absent on the original examination day.

Review of Policy

The Attendance policy is monitored by SLT and reviewed on an annual basis.

Policy Details	
Version date	September 2025
Last review	September 2024
Next review	September 2026
Responsible SLT	Deputy Head: Pastoral