YASMINA
BRITISH ACADEMY

Attendance & Punctuality Policy

Overview

Good attendance is the foundation for academic achievement, and it underpins all aspects of personal development. It establishes a responsible attitude towards the opportunities available in school and further education and it is the basis for the world of work. Attendance is a critical factor to a productive and successful school career.

Policy First Issued on	September 2023
Next Policy Review Date	June 2028
Policy Amended	June 2026
Lead Professionals	Lisa Davey (Primary Assistant Principal and Child Protection Coordinator) Paul Taylor (Secondary Assistant Principal and Child Protection Coordinator)
Signature(s)	
Approved by ELT	**June 2025**
Date	**June 2026**

Objectives

Yasmina British Academy actively promotes and encourages 100% attendance for all pupils. Our aim is to ensure that students arrive at the academy and to lessons on time. We strive for attendance that is consistently outstanding for all year groups.

The Ministry of Education and ADEK's view on attendance has been taken into account in drawing up this policy.

Outstanding - 98% and above

Good - 96%

Acceptable - 92%

Unacceptable - below 92%

Parental Agreement

It is important that parents, students and the academy work together to improve and maintain high attendance and punctuality rates.

The responsibilities of the parents include:

- Following the school's procedures as detailed in the policy.
- Actively promoting their child's attendance and punctuality and abiding by the times set by the academy for the start and end of the school day.
- Communicating with the school and providing the necessary evidence if a pupil is absent or has a medical appointment.
- Understanding and upholding the academies policy that states that continued lateness and absenteeism will result in measure that will affect the choices of the student's enrolment for the following year.
- Verify and give permission on how the students make their way home. If a child is missing at the end of a school day, follow the missing child protocol.
- State how their child will travel to and from school:

- Make their own way home
- Be collected by a designated adult that is registered and identified on the SIS
- Be collected by a sibling that at least 15 years of age and acknowledge the below:

We would like to clarify that, according to the policy, no child under the age of 11 is permitted to return home alone. However, the school may grant official authorisation to the parents allowing an older sibling (15 years and above) to pick up their younger sibling (Year 2 and above), provided the following conditions are met:

1. Written parental consent: The parent must submit a signed consent form to the school, authorizing the older sibling to pick up the younger one.
2. Acknowledgment of maturity and responsibility: The form must include the parent's acknowledgment that the older sibling is mature enough, with clarification that the responsibility rests with the parent in case of any incident.
3. School's liability disclaimer: Parents must be aware that the school is not liable for any incidents that may occur because of this arrangement.

- Travel on the school bus
- It is the parents' responsibility to alert school during the academic year if this changes
- Annually gather permission from parents of how students will make their way to and from school It is the parents responsibility to alert school during the academic year of any changes)
- Clearly identify drop off and collection protocols and communicate these to the staff body
- Have a clear duty rota for supervision beginning and end of day
- Communicate unauthorised absence to parents by 10am
- Have a clear protocol (guidance below) on late registration
- Staff a late room and clearly monitor late pick ups
- Have clear protocols around arrival, early departure and end of school, including collection from ECAs, trips and or fixtures

Attendance Procedures

Start of the School Day

Foundation Phase	Primary Phase	Secondary Phase
All Nursery and FS students are strongly recommended to be in school between 7:15 - 8:00 where staff are there to greet and welcome your child. Morning registration starts at 8:00 am and lessons begin immediately. The register is taken by all teachers by 8:00 am. Children arriving after 8:00am will be marked as late by the class teacher. The National Anthem is played at 8:00am.	All Primary students can be in school from 7:15. Morning registration is at 8:00am and lessons begin immediately. Children arriving after 8:00 am will be marked as late by the class teacher. The National Anthem is played at 8:00 am. Anyone who arrives at the Primary entrance after 8:00am will be marked as 'Late Register Closed' by a member of the Primary Leadership Team or the receptionist in the reception area.	All Secondary students to be in school from 7:30am. Form time is from 7:40-8:00am. Students entering the Main Admin Reception between 7:40 and 8:00 are registered 'late' by a member of SLT. The National Anthem is played at 8:00am.

After 8.30am and before 10am, the admin team will begin to contact parents via SMS for any 'absent unauthorised'. Admin team must update Engage as per feedback from parents.

NB- 'absent unauthorised' is only to be used when we have had no reason given by the parents for the absence. The class teacher or admin team will alter the register accordingly if we have been informed of an illness, medical appointment, etc.

If the class teacher is absent the children will be registered by another member of staff as organised by the Head of Year and Director of Phase.

This must be taken by no later than 8:30am.

Registration throughout the day
Foundation & Primary Phase
Registers are taken in the morning and afternoon. The total number of students present in the class and the number of the students not in school must be written on the board at the start of each day. The afternoon register will be synched to the morning register for accuracy. It is the class teacher's responsibility to check this is accurate by doing a head count and checking the number on the board. *If a bus child arrives late, they are to be marked 'present' not late.
Secondary Phase (including Post 16)
Registers are taken in the morning in Tutor Time and every lesson has a register taken. The afternoon register will be synched to the morning register for accuracy. It is the form tutor and Subject Teachers' responsibility to check for accuracy. *If a bus child arrives late, they are to be marked 'present' not late.

Early Departure from the Academy

Early departure from the Academy is not acceptable without a valid reason for safeguarding purposes. Parents are encouraged to try and make doctors' appointments etc. outside of school hours.

Interrupting lessons is not only detrimental to the child's leaning but that of the rest of the class too. If a parent wishes to collect their child early, the following procedure must be followed:

Parents are required to fill in the Student Early pick up - E form Student Early pick up - E form and email it to the reception desk and class teacher by 11am on the day required for an early collection. We also request that all appointments are accompanied by an official letter/appointment card to ensure the rigour in our attendance and safeguarding protocols.

Should the situation arise where the 24-hour notice cannot be given, a QR code will be displayed at the security desk and in the main reception for you to fill in. Please be aware that without the notice, there will be a delay of up to 45 minutes in your child being collected and brought to the reception area.

Reception desk staff will have access to the early collection responses and will make all the necessary arrangements.

Monthly reports will be shared with the attendance officers and Assistant Principals overseeing attendance for monitoring of frequency of early collections.

Reception desk staff will fill in a hard copy of the Early Collection Form for the class teacher, Head of Year/Director approvals.

A Pin Code will only be included on the Primary Early Collection Forms.

Registration by the nurse

Any student who is sent to the nurse before registration, will be signed-in by the nurse. This will be monitored by the receptionists who will update the registers and email the class teachers to inform them where the student is.

The protocols for a student leaving the school as advised from the nurse will be:

Nurses to do Early Leave Form and liaise with Reception / Front Desk following usual protocols:

Primary - Pin Code to identify parents

Secondary - Contact and permission from home to leave school with parent/adult or independently (ie cab)

Planned Absence

Planned absence during term time is actively discouraged by the Academy due to the impact on a student's academic progress. A planned absence during this time may not be approved based on the child current attendance record.

Applications for any period of absence should be made on the leave of absence request form and submitted to the Attendance officer who shall refer it to the Directors of Phase.

Permission will be given for valid reasons only such as a serious medical issue or a family emergency. The Academy will evaluate requests on a case-by-case basis and all requests made should include supporting documents.

Please note, the Academy does not authorise holidays during term time.

Parents will be sent the term dates as soon as these are known in order for them to arrange their holidays without disrupting their child's education. This includes the return dates at the start of the academic year and after holidays.

Absence due to illness

If the reason for a student's absence is illness, they should be kept at home until they are fit enough to return to school. This is particularly important to prevent the spread of communicable disease.

Communication is required from families by email to the Class Teacher/Form Tutor and the Attendance Officer at attendance@alyasminaacademy.sch.ae before 7:30am.

This must be followed up by an email/hard copy of the HAAD sick note if the absence is more than two days.

Monitoring of patterns and repeated absence	
It is the responsibility of the class teachers in Primary and form tutors in Secondary to monitor daily attendance and alert the Head of Year if attendance becomes a cause for concern. Head of Year and Directors or Key Phase Leaders: weekly monitoring of attendance Assistant Principals: Weekly reporting of attendance to PLT/SLT; termly analysis / review	
Consecutive unauthorised absence	Phone call home or email. Reason to be obtained for absence for 2 or more consecutive days to ensure safeguarding of all students and supporting our policy on attendance.

Patterns of absence	Repeated absence, patterns of absence noted to be followed up through: Communication to parents re phone call, email or letter and parental meetings as necessary. Assistant Principals to review with team each half term, working with families.
Formal	As part of our monitoring and communication, each half term the following will occur: Parent Teacher Consultations & reports - formal communication with parents Where students' attendance continues to fall below 90%, a formal reminder of expectations will be sent from the class teacher/form tutor (Letter 1). The continuation of low attendance below 90% will result in a formal warning letter issued by the Head of Year. (Letter 2) Strategies will be implemented to ensure our attendance expectations are met, which will be reviewed accordingly. Persistent low attendance can jeopardise a child's re-enrolment in school.

In summary, the school defines persistent absenteeism as missing 9% or more of schooling across the year for whatever reason.

Attendance below 91% (PA) has serious implications on the student's progress and achievement. In line with ADEK recommendations, the school will work with the student and parent through an individual intervention support programme with agreed targets.

Monitoring of patterns and repeated lateness

Late arrival to school

EYFS/Year 1

Children arriving after 8:15am will be marked as late by the class teacher.

The National Anthem is played at 8:00am

Primary:

Anyone who arrives at the Primary entrance after 8:00am will be marked as 'Late Register Closed' by a member of the Primary Leadership Team or the receptionist in the reception area. After 8:00, students are marked in by the Administration.

Secondary:

Students entering the form room between 7:40 and 7:50 will be marked as late.

Late students will enter the only via the main Admin building and will be marked late by a member of the leadership team from 7:50-8:00.

After 8:00, students are marked in by the Administration.

*If a bus child arrives late, they are to be marked 'present' not late.

Class teachers / form tutors monitor their student's lateness to school.

Fortnightly monitoring of lateness across year groups informs interventions from Heads of Year and Key Stage Leaders / Directors.

Repeated lateness monitored by Assistant Principals each half term.

Attendance Officer & Reception to give reports of late arrival students.	
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Formal	As part of our monitoring and communication, each half term the following will occur: Parent Teacher Consultations & reports - formal communication with parents Where students' punctuality is consistently below 90%, a formal reminder of expectations will be sent from the class teacher/form tutor (Letter 1). The continuation of poor punctuality below 90% will result in a formal warning letter issued by the Head of Year. (Letter 2) Strategies will be implemented to ensure our attendance expectations are met, which will be reviewed accordingly.

In summary, the school defines persistent poor punctuality as late to school 5% or more lates across the year for whatever reason.

Rewards to Promote the Important of Good Attendance

Our positive ethos and celebration in our assemblies and complemented by recognition in house points, certificates, and in our newsletters as well as during Parent Teacher Conferences.

Monitoring and Review

The policy will be reviewed every year or in the following circumstances:

Change in legislation and / or ADEK guidance: see below Appendix A

As a result of another significant change or event;

In the event that the policy is determined not to be effective.

Appendix A

DEPARTMENT OF EDUCATION AND KNOWLEDGE

"Why Every Day at School Counts"

Attendance Rules & What Parents Need to Know.

Student Administrative Affairs Policy in full effect this AY 2025/26

01 The 5% & 10% Absenteeism Rule

Applies on combined excused & unexcused absences

- **Kindergarten**
  If a student misses more than **10% (18 days)**, it is flagged
- **Grades 1-12**
  If a student misses more than **5% (9 days)**, it is a concern

02 Excused Absences

- Illness
- Emergency medical appointments
- Family Loss (1st or 2nd degree relative)
- Official duties
- Competitions/events
- Government public holidays
- Study/exam leave (with ADEK approval)
- Government-mandated closures

Unexcused Absences

- Family vacations during school days
- Staying home without notifying the school
- Non-emergency medical appointments
- Non-severe weather conditions

Lateness Adds Up

Schools will identify frequent lateness and take appropriate action at their discretion

03 Medical Absences

Up to **3 consecutive days** *(and a maximum of 12 days annually)*	**Parent-written sick notes**
Starting **4th sick day**	**DOH sick leave certificate**

Chronic Illness Absences

If a student exceeds 12 missed school days, parents must submit DOH medical reports

04 No Skipping Schoolwork

Even excused absences mean your child **must catch up on all missed work/tests.**

05 Parent Responsibility

You must notify the school of any absence and provide documents to avoid having it marked as unexcused (unauthorized).

Attendance is the foundation of your child's future success. Being on time and present builds responsibility, protects learning and ensures your child thrives.

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