



ATTENDANCE & PUNCTUALITY POLICY

2026-27



Drafting Date: 16 th May 2025		Date of First Review: 18 th May 2025 Date of Second Review: 3 rd Sep. 2025 Date of Third Review: 10 th Dec. 2025 Date of Forth Review: 2 nd May 2026 Date of Next Review: 25th March 2027
Authorized Signatories:		
Principal	Head of Inclusion	Head of Assessment
Head of Kindergarten	Head of Primary	Counselor

Policy Statement:

Regular attendance and punctuality are essential for students' academic progress, wellbeing, and personal development. Consistent attendance ensures continuity of learning, accurate assessment, and positive engagement with school life. Even short or frequent absences can significantly impact achievement.

Dhruv Global School expects all students to attend school daily and arrive on time. While unavoidable absences due to illness or emergencies may occur, parents must communicate promptly with the school to ensure appropriate academic and pastoral support.

This policy aligns with **UAE Ministry of Education (MOE) 2025 regulations** and **KHDA requirements**.

School Timings and Registration

Monday to Thursday:

- Students must be in their respective classrooms by **7:50 a.m.**
- **School gate closes at 7:50 a.m.**
- **Registration:** 7:50 a.m. – 8:00 a.m.
- Students arriving after **7:50 a.m.** are marked **late**.

Friday:

- Students must be in their respective classrooms by **7:40 a.m.**
- **School gate closes at 7:40 a.m.**
- **Registration:** 7:40 a.m. – 7:50 a.m.
- Students arriving after **7:40 a.m.** are marked **late**.

- Late students must:
 - Log entry at **security**
 - **Be accompanied** by a parent/guardian **to the main reception to complete the late arrival form.**
- Late arrival notification is emailed to parents by the **Class Teacher**, with the **Head of Section and Counselor** in copy.
- Class Teachers must complete attendance by **8:00 a.m.**; registers are then closed.

Valid & Authorised Absences (As Defined by MOE – 2025)

The UAE MOE recognises only eight valid reasons for absence:

1. Certified illness with a valid medical certificate
2. Chronic medical conditions requiring ongoing treatment
3. Accompanying a first-degree or second-degree relative for medical treatment
4. Participation in national or official events
5. Bereavement (first- or second-degree relatives)
6. Emergency conditions such as natural disasters or force majeure
7. Exceptional personal circumstances (approved by the school and MOE)
8. Absences related to Students of Determination (documented in the IEP).

Absences without valid documentation are recorded as **unauthorised**.

Attendance Expectations

Students

- Attend school regularly and punctually
- Participate in all lessons
- Be prepared for learning
- Complete assigned work during authorised absences
- Follow attendance and punctuality procedures

Parents/Guardians

- Prioritise regular attendance
- Avoid term-time holidays
- Schedule appointments outside school hours where possible
- Inform the school of absence **before 7:30 a.m.**
- Communicate ongoing concerns affecting attendance
- Notify the school immediately in the case of illness and injury that may lead to prolonged absence, and continue updating the school as needed following KHDA and/or DHA protocols (wherever applicable).

Family Holidays and Travel During Term Time

Parents are expected to plan family holidays, travel, and other non-essential activities in accordance with the school's published academic calendar. The school calendar is issued in advance to enable families to make travel arrangements without disrupting their child's education.

Absences for family holidays or extended travel during term time are strongly discouraged, particularly on the days immediately preceding or following school holidays and vacation periods. Such absences may be recorded as unauthorised unless approved by the school under exceptional circumstances.

Regular attendance is essential to ensure continuity of learning, active participation in the curriculum, and sustained academic progress. Time missed from lessons, assessments, collaborative learning experiences, and school activities cannot always be fully recovered through make-up work.

Parents and guardians share responsibility with the school for ensuring that students attend school regularly and punctually. The school expects all families to support high levels of attendance in line with attendance policy expectations and the school's commitment to providing uninterrupted learning opportunities for every student.

Attendance Categories (KHDA Guidance)

- **Outstanding:** $\geq 98\%$
- **Very Good:** $\geq 96\%$
- **Good:** $\geq 94\%$
- **Acceptable:** $\geq 92\%$
- **Weak:** $< 92\%$
- **Very Weak:** $< 90\%$

(Each school day equals approximately 0.55% attendance.)

Impact of Attendance on Grades and Promotion

Attendance has a direct impact on academic performance, assessment outcomes, and promotion decisions. Absence on Fridays and immediately before / after official holidays will be counted as two days.

Impact on Grades

- Irregular attendance leads to gaps in learning and skill development
- Missed lessons affect classwork, projects, practical work, and internal assessments.
- Teachers may have insufficient evidence to accurately assess achievement.

Impact on Promotion

- Students missing **25 days or more** in an academic year may be **at risk of non-promotion**, unless absences are officially excused
- Promotion decisions consider **attendance, academic performance, and intervention outcomes**

Roles and Responsibilities

Class Teachers

- Mark attendance by **8:00 a.m.**
- Monitor absence communication
- Contact parents after one day of unexplained absence
- Continuous uninformed absence escalate concerns to the Head of Section
- Maintain intervention records
- Promote and recognise good attendance

Counsellor/HSE Monitor attendance data weekly, Identify trends (frequent absence, lateness)

Heads of Section

- Lead interventions and parent meetings
- Escalate unresolved cases to Principal

Escalation Process for Student Absenteeism

1. Identification and Referral

- The Heads of Section monitor student attendance and identify cases of consecutive absences and uninformed absences.
- The names of these students are collected and referred to the School Counselor for further investigation.

2. Counselor Intervention

- The School Counselor reviews each case, investigates the reasons for the absenteeism, and conducts meetings with parents/guardians as required.
- Appropriate support, guidance, and intervention strategies are implemented to address the concerns and improve attendance.

3. Escalation to Principal

- If concerns persist despite the interventions and counseling support provided, the matter is escalated to the Principal.
- The Principal reviews the case, meets with relevant stakeholders if necessary, and determines further actions to ensure the student's attendance and wellbeing are appropriately addressed.

Persistent Absenteeism and Escalation

Persistent Absenteeism: A student becomes a 'persistent absentee' when their attendance record is a cause for concern. Absence at this level is doing considerable damage to the child's educational prospects and we

need parents' fullest support and co-operation to tackle this. Some of the actions that may be taken by the school are:

As per the UAE Ministry of Education regulations, students who miss 25 days or more in any school year may be at risk of not being promoted to the next grade unless they have been legitimately excused from school as a result of special circumstances. These special circumstances must be clearly communicated and agreed upon with the school.

Category	Policy / Action
Strict Monitoring of Absences	- Written warning issued after 1 day of unexcused absence. - Maximum of 5 unexcused absences per term. - Maximum of 15 unexcused absences per academic year.
Escalation of Repeated Absences	- At 15 unexcused absences in a school year, the case will be referred to authorities and child protection entities , along with the guardian.
Absences on Key Days	- Absences on Fridays or immediately before/after an official holiday will be counted as two days .
Consequences	- Exceeding the maximum limit may result in the student repeating the academic year. - Parents have the right to appeal within 5 working days of receiving an absence notification.

Frequency/Offence	Action/Implications
Unauthorized Absence	
First four (4) instances of Absence within a Term without a valid medical or family related excuse	• Written Warning 1 sent to parents and student • Highlight concern for current report detailing % of late arrival and total days late. • Communicate policy requirements and school policy • Communicate parent responsibility
Additional three (3) Instances within a Term	• Parent notified and may be called to meeting • Written undertaking to be signed by parent to improve on Attendance

	• Instances noted on each occasion.
Any further incidences	• Meeting with SLT/Principal • Community Hours at school or outside • Detention during school hours (where appropriate) • Final written notice to announce re-enrolment risk
Late Arrival/Tardiness <i>Tardiness 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</i>	
First three (3) instances of Tardiness within a Term	• Written Warning I sent to parents and student • Highlight concern for current report detailing % of late arrival and total days late • Communicate policy requirements and school policy • Communicate parent responsibility
Additional Three (3) Instances within a Term	• Parent notified and may be called to meeting • Written undertaking to be signed by parent to improve on Punctuality • Instances noted on each occasion.
Any further incidences	• Meeting with SLT/Principal • Community Hours at school or outside • Detention during school hours (where appropriate) • Final written notice to announce re-enrolment risk

Early and Late Pick-Ups

Early Pick-Ups

- **Prior notification required (before 11:30 am)- (to class teacher, phase head, transport dept. and reception)**
- Student must be signed out at reception

- Valid UAE ID required
- Authorised guardians must be pre-approved

Late Pick-Ups

Monday to Thursday

- Collection between
- **Kindergarten- 12:50 to 1:00 pm**
- **Grade 1- 8 --2:50-3:00 p.m.**
- Logged after **1:10pm (Kindergarten) /3:10 pm (Grade 1-8)**. Persistent lateness may result in formal warnings and re-enrolment review (KHDA approval required)

Friday

- Collection between **11:20- 11:30 am.**
- Logged after **11:40 a.m.** Persistent lateness may result in formal warnings and re-enrolment review (KHDA approval required)

Attendance Rewards

Good and improved attendance may be recognised through:

- Certificates
- Assembly recognition
- Appreciation letters
- Class-based rewards

Policy Review: *This policy is to be reviewed annually. Any changes made to it will be notified to the Parents/Guardians and the School Staff.*