



مدرسة جيمس متروبول  
GEMS Metropole School  
MOTOR CITY

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# Attendance and Punctuality Policy 2023 – 2024



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**Approved by:**

**Mr. Naveed Iqbal**

**Date of review:**

**October 2023**

**Next review date:**

**October 2024**

## Rationale

At GEMS Metropole School we take the issue of children's attendance and punctuality extremely seriously. Evidence shows that both lateness and poor attendance have a detrimental effect on a child's educational attainment and life chances. It may also make it more difficult for them to form firm social bonds with other children. The odd day off here and there soon mounts up as does late arrival resulting in missing lesson time in a morning and these have a significant impact on learning.

The National Foundation for Educational Research in the UK ([www.nfer.ac.uk](http://www.nfer.ac.uk)) has shown that there is a significant association between absence and attainment and that there is also evidence that there may be critical thresholds of absence linked to significantly lower performance outcomes. Furthermore, this is supported by the KHDA. The 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 enrolment 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 child's place. Additionally, Dr Malak Zaalouk, UNICEF's regional education adviser, said that pursuing an education is the right of every child and this is supported by His Highness Sheikh Mohammad Bin Rashid Al Maktoum, Vice-President and Prime Minister of the UAE and Ruler of Dubai.

DSIB guidelines for attendance are as follows:

98%	Outstanding
96%	Very Good
94%	Good
92%	Acceptable
Less than 92%	Weak
Less than 90%	Very weak

Therefore, all parents should ensure that their child is at school on time every day of the school year, except for illness. The reason for an absence must always be communicated to the school. If a child is sick parents should complete the absence form to explain the reason for absence. 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.

## Procedure

### *Infant and Junior School:*

It is the class teacher's professional responsibility to accurately record daily attendance by filling in the electronic register at the beginning of each day by 07.50am. The register must then be closed.

### *Prep and Senior School:*

It is the Lead teacher's professional responsibility to accurately record daily attendance by filling in the electronic register at the beginning of each day by 08.05am. The register must then be closed. Lates are registered in Lead time until 8.05am.

The following mark scheme should be followed:

Code	Description
/	Present
B	Approved Education Activity (School Trip/Mustangs Squad – check briefing and emails)
M	Medical Appointment
I	Illness
N	Unauthorised absence (Outside of Lead - Alert Cheryl via email)
L	Late to lesson – Add time to add on box
V	Approved education activity as pupil is away on an educational visit or trip

- If a child is absent from school, the parents are responsible for completing the absence form to let the school know the reasons for the absence.
- If no communication is received and the child is not in class when the register is marked, then the child will be marked 'absent'.
- After three days' absence, the parents must provide a medical certificate. If a medical certificate is not provided within 7 days, the child will be marked as an unauthorized absence.
- The Lead/Class Teacher will send a follow up letter to request a medical note.
- Message from parents that child will be away for any other reason should be marked as 'time away from school'. The teacher reminds parents to complete the absence form.
- Any concerns about absence that do not fit this policy should be reported to the Safeguarding team via Guard.

**If this procedure and the timings are not adhered to by the Class/Lead Teacher, then Primary/Secondary Secretary should inform the relevant member of staff as follow up emails and phone calls will be made and will result in incorrect information being transmitted to parents.**

If children arrive after the registers have been closed:

***Infant and Junior School:***

- 7.50am – 8.00am: Students in Primary will have their names recorded by a member of the Primary Leadership team and then transferred onto the school attendance system. Each child who is scanned into the system will receive a green sticker to help ensure their teacher is aware they have been registered by SLT.
- After 8 am: Students in Primary must go to the front desk to be registered and given a green sticker. Students from FS1 – Year 1 are walked to class by the school's admin/security team.

***Prep and Senior School:***

- 7.45am – 8.05am: Students arriving at their Lead class between these times will be marked as late by their Lead teacher.
- After 8.00am, children will sign in at reception, the front of house staff will then update the register.

***Post 8 am processes:***

- Registers are updated as parents submit the leave form with sickness information by the Primary and Secondary secretaries.
- Primary and Secondary secretaries send an automated email to all parents with absent children who have not filled in the leave of absence form informing them that they need to fill out the leave form with reasons for absence.
- Any pertinent information about the reason for absence should be communicated to the Class/Lead Teacher.
- Class Teachers should be vigilant regarding poor attendance and/or punctuality and follow up with parents to discuss concerns where necessary and raise to the safeguarding team via HSE.
- The Bus registers for buses arriving after the close of class registers will be passed to Front of House staff for them to update the school attendance register.

Episodes of persistent lateness and absence should be managed up as follows:

## Procedure for Managing Pupil Absence and Lateness at GEMS Metropole

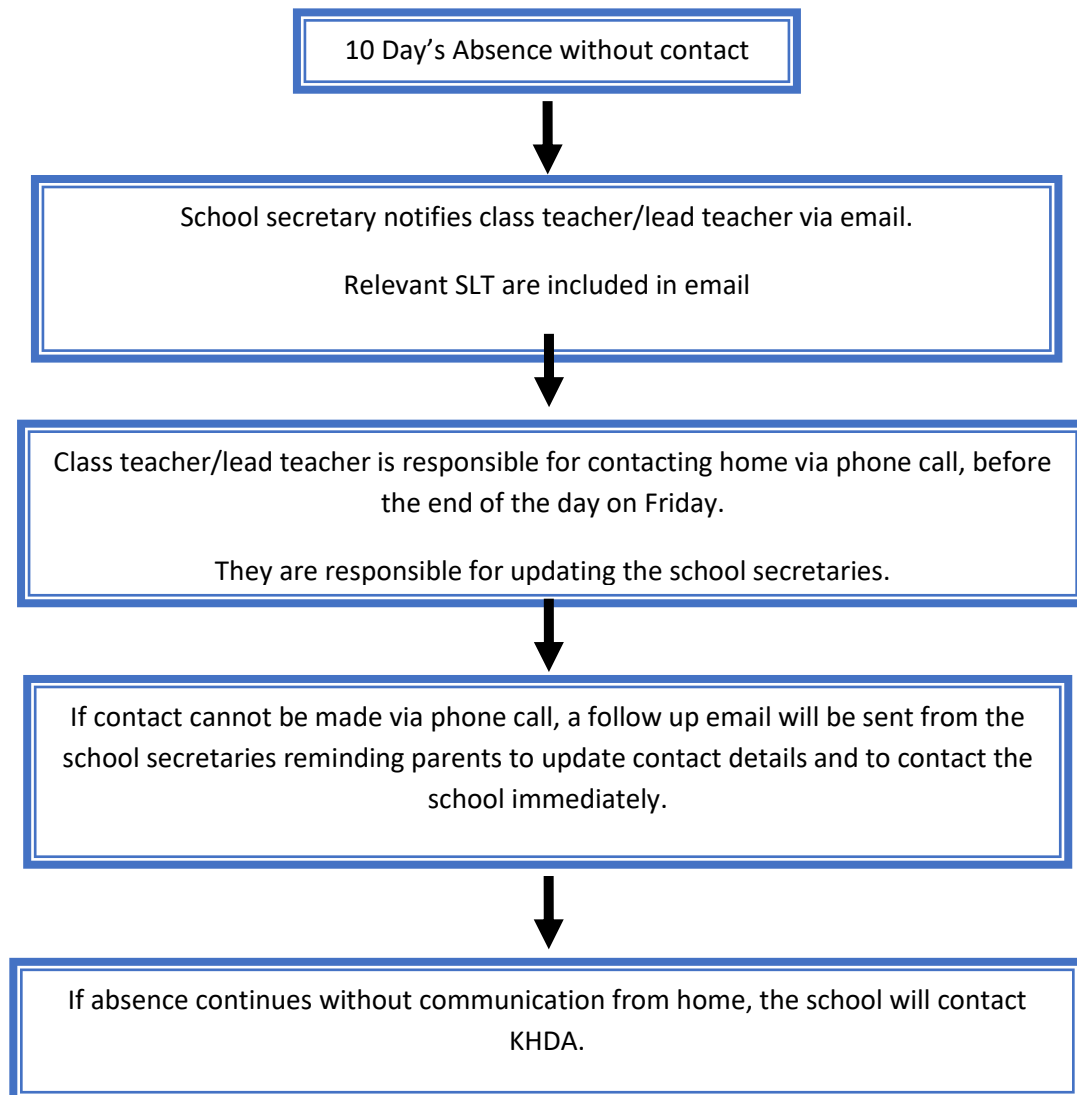
Communication	<p>School Secretaries produce the relevant letter for each child causing concern after receiving communication from DHT/AHT following bi-weekly checks on student attendance on Go4Schools. All Letters are sent via email and stored in the 'Attendance and Punctuality folder on TEAMS.</p> <p>Letters are circulated to parents informing them of their child absence as follows:</p>	
Step 1	10-14 Day Letter Issued	<p>Attendance and Punctuality checked by class/LEAD teacher; and has conversation with parent over the phone/face to face. Notes from conversation are added to the attendance/punctuality tracker.</p> <p>If any concerns come from the parental meeting, then this is recorded on 'Guard' and shared with the DSL.</p>
Step 2	15-19 Day letter Issued	<p>Attendance and Punctuality monitored by HoY; and has conversation with parent over the phone/face to face. Notes from conversation are added to the attendance/punctuality tracker.</p> <p>If any concerns come from the parental meeting, then this is recorded on 'Guard' and shared with the DSL.</p>
Step 3	20-25 Day Letter Issued	<p>Attendance and Punctuality monitored by DHT/AST Pastoral; and a face-to-face meeting is conducted with parents. Notes from conversation are added to the attendance/punctuality tracker.</p> <p>If any concerns come from the parental meeting, then this is recorded on 'Guard' and shared with the DSL.</p>
Step 4	25+ Day Letter Issued	<p>Attendance and Punctuality monitored by the Head of School; and a face-to-face meeting is conducted with parents. Notes from conversation are added to the attendance/punctuality tracker. At the meeting with parents, it is explained that the attendance case will be logged with KHDA.</p> <p>Documentation taken to KHDA by GRE and case raised should future action need to be taken. Reenrollment for the next academic year is potentially blocked.</p> <p>If any concerns come from the parental meeting, then this is recorded on 'Guard' and shared with the DSL.</p>

KHDA 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 the 25 day, to be sent by PA to the Principal.

### **10 Day Absence Without Contact**

When children are absent from school for 10 days or more without contact with the parents, the following procedure should be followed. It is the responsibility of the school secretaries, in conjunction with the class teacher/lead teacher, to ensure that records are kept and cross check that contact has not been made.

At the discretion of the school, on the 10<sup>th</sup> day of absence, the Principal may email KHDA to inform them that parents have not made the school aware of the reason for absence. KHDA may contact the parents directly and Child Protection may be contacted.



### **Children leaving school early:**

When a child needs to leave school early, the parent is responsible for completing the Early pick-up form. Early pick-ups can only be facilitated until 12pm in FS1 and FS2 and 2pm in the rest of the school. Proof of reason for taking their child must be shown on collection.

If parents collect their children early from school, they must get an exit pass from the reception before going to the classroom. If the child normally uses the bus STS are informed that the child has gone home by providing STS with the yellow section of the form from the Exit pass. The exit pass must be shown to security on departure from the premises.

For students leaving school early, it is the responsibility of the parents to email and inform STS.

### **Clinic Procedure for students leaving school early:**

#### *Infant and Junior Schools:*

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

#### *Prep and Senior Schools*

1. Teacher issues student with a clinic pass
2. Student visits the clinic
3. Clinic emails teacher on the pass with an update if student is being sent home or back to class
4. If sent home: students must visit Secondary Secretary before they leave to update the register by adding a medical remark.

### **Late Pickups – Infant and Junior Schools**

Children not collected 10 minutes after the end of the teaching day will follow the following procedures

- Go to the designated late classroom in the year group corridor which is supervised by a member of the team until 3.30 pm
- If children remain at school after 3.30pm, they will be escorted to the FS reception. All children who have been taken to the FS Reception will be logged on the late pick-up form. The staff on duty will contact parents. A member of SLT will then supervise the child until they are collected and will ask the parent the reason for the child being collected late, remind them of the pickup time and ask the parent/carer to sign and write the time of collection. These will be tracked by the attendance team.

If children still remain after 1.15pm (FS1 and FS2) or after 3:30pm (Y1-Y6) the Child Protection Association (CPA) may be phoned at the Principal's discretion (see below). If a child remains at school after 1pm on an early pick up day, then the Child Protection Association (CPA) may be called.

If children still remain after 4.45pm, the police may be phoned (see below).

- The Late Room register will be analysed at the end of each month by a member of SLT who will contact those parents who are persistently late picking up after school and clubs (3 occasions or more per month). SLT will outline that if pick-up does not improve they will be asked to meet with the Head of School and they may report them to the Police.
- This will be reviewed a month later by the Head of School and if required a formal meeting held and actions outlined which may include referral to Dubai Police as below.

### **Late Collection: Friday**

Children not collected by 12.15pm on a Friday teaching day will be escorted to the late room where the Late Room Protocol will be followed:

- There will be two members of Primary Leadership on duty at the FS Reception.
- On a Friday students will go to their designated Late classroom which is supervised until 12.15 pm by a class teacher. At 12.15 pm they will be escorted to the FS Reception area where a member of the SLT will capture their name and class. The SLT lead will begin calling parents from 12.20 pm. A member of SLT will then supervise the child until collected and will ask the parent the reason for the child being collected late, remind them of the pickup time and ask the parent/carer to sign and write the time of collection. These will be tracked by the attendance team.

**Review date:** October 2024

If you have any further questions or need any further explanations about this policy, then please contact Rasha Ali.

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