

Attendance & Punctuality Policy

Company/ Organisation:	Star International School, Mirdif
Address:	24B Street, Mirdif, Dubai, UAE
Effective Date:	26/08/2026
Revision Due Date:	26/08/2027
First Edition Date:	10/09/2016
Edition No:	6
Policy Information:	Introduction We believe that good attendance and punctuality are crucial for high attainment, outstanding progress, and ensuring the best life chances for our pupils. For students to gain the most from their education, they must attend school every day, on time, unless the absence is unavoidable. This policy outlines the expectations and interventions for staff and parents in supporting attendance. Promoting Good Attendance and Punctuality To ensure our pupils attend school regularly and punctually, we will: • Make attendance and punctuality a priority for everyone in our school community. • Report to parents at least termly on their child's attendance and punctuality. • Celebrate and reward good or improving attendance and punctuality. • Include reminders in newsletters and emphasise the importance of regular attendance and punctuality during induction meetings.





- Contact parents when a child's attendance or punctuality raises concern.
- Set targets to improve whole-school and individual attendance.

School Target: 98% attendance, in line with the KHDA's 'Outstanding' rating. Students' attendance must not fall below 94%, which is the school's minimum target threshold.

Understanding Types of Absence

Authorised Absences

Authorised absence will only be granted in cases of illness supported by a doctor's note, or in the event of bereavement. It is the responsibility of parents to provide the required documentation to the school reception. Reception will not chase the doctor's note. All other requests for absence will not be authorised.

Unauthorised Absences

Absences without valid reasons (e.g., unexplained absences, shopping trips, birthdays, or unapproved holidays).

Absence Procedures

When a pupil is absent:

1. Parents must inform the school on the first day of absence and provide a doctor's note.
2. If no communication is received, the receptionist will contact parents by phone or email to seek a reason for the absence.
3. If no reason is provided on the pupil's return, the school will follow up with a 'Reason for Absence' letter.
4. On the second day of absence, an email will be sent to the parent/carer requesting the reason for the absence and offering support where needed.
5. If a student is absent for more than 5 working days without a provided reason, and the parent/carer cannot be reached after at least 3 phone call attempts, the matter will be escalated to a member of the Senior Leadership Team (SLT).





6. Should we have concerns about the student's welfare at this stage, we may report the absence to the KHDA or the Dubai Child Protection Centre for further support.
7. Persistent non-response may lead to a meeting between the parents and a Year Leader or member of SLT.

Interventions for Attendance Issues

1. 2 Consecutive Absences

- A call or email from the admin team, requesting the reason for the absence and offering support where needed.

2. Recurring Patterns of Absence

- Heads of Year (HoY) will call home to discuss attendance concerns and collaborate with parents on strategies to support improved attendance.

3. Persistent Absence (Attendance below 94%)

- SLT will request a formal meeting with parents to emphasise the importance of regular attendance and explore possible interventions.
- If the attendance does not improve after a six-week review period, an attendance plan will be implemented.
- Continued poor attendance may result in not authorising further absences without a medical certificate and, with KHDA approval, the retention of the pupil in their current year group.

Punctuality

Pupils arriving late disrupt their own learning and that of others.

- EYFS, Primary and Secondary: Arrival expected between 7:30 - 7:45 am. On Monday to Thursday the registers close at 7:55 am. On Friday the registers close at 7:50 am.

Lateness will be logged, and after repeated lateness, form tutors will issue warnings and reflection time. Recurrent lateness will prompt a meeting with the Year Leader to support the family.





Requests for Leave of Absence

Requests must be submitted in advance and will be approved at the discretion of the Principal, taking into account the pupil's attendance record, the timing, and duration of the leave. Leave is generally not granted:

- At the start of the academic year.
- During assessments.
- When the pupil's attendance is below 96%.

Failure to meet the school's expectation of a minimum of 96% attendance threshold may result in the pupil repeating the academic year or being unable to re-register. The school is committed to achieving full attendance, with an expectation of 100% where possible.

Roles and Responsibilities

Pupils

- Attend school regularly and on time.
- Communicate any concerns that may affect their attendance with their parents or teacher.

Parents

- Ensure their child attends school regularly and punctually.
- Inform the school on the first day of absence.
- Avoid taking holidays during term time.

Administrators/Receptionists

- Calling parents to seek reasons for absence
- Monitor student attendance and send email reminders after 2 consecutive absences.
- Continue to monitor attendance and make follow-up phone calls or send emails on the 3rd, 4th, and 5th day of absence if no reason for the absence has been provided.

Form Tutors/Class Teachers





Star

International School

Mirdif

iSP

International
Schools
Partnership

- Report attendance concerns to HoY for further intervention.

Heads of Year (HoY)

- Monitor patterns of recurring absences.
- Call parents to discuss concerns and implement strategies to support the pupil.
- Report cases of persistent absence to SLT.

Senior Leadership Team (SLT)

- Oversee attendance across the school and ensure interventions are in place.
- Hold meetings with parents when a pupil's attendance falls below 94%.
- Develop policies and interventions to ensure the school's attendance target is met.
- Notify the Designated Safeguarding team if there are concerns about a student's welfare due to absence, especially if no reason for the absence has been provided

Attendance Codes

Code	Reason
-	Unknown
/	Present AM
\	Present PM
N	Reason For Absence Not Yet Provided
L	Late (Before Registers Closed)
H	Family Holiday (Agreed)
P	Approved Sporting Activity
R	Religious Observance
I	Illness

Code	Reason
B	Off-Site Educational Activity
V	Educational Visit Or Trip
S	Study Leave
W	Work Experience
J	Interview
D	Distance Learning
Y1	Normal Transport Unavailable
Y2	Widespread Travel





Star

International School

Mirdif

iSP

International
Schools
Partnership

M	Medical Or Dental Appointment		Disruption
C	Leave Of Absence Granted By The School	Y3	Part of School Out of Use
E	Excluded But No Alternative Provision Made	Y4	Session Cancelled - School Closed
O	Absent Without Authorisation	Y7	Other Unavoidable Cause
G	Holiday Not Granted Or In Excess	Z	Prospective Pupil Not On Admission Register
		#	Planned Whole Or Partial School Closure

School Timings [HERE](#)

Prepared / Revised By:	Mr. Mark Maccines	MM	Date of Signature:	21/08/2027
Role	Asst. Principal - Data Reporting & Systems			
Approved & Authorised By:	Mr. Neal Oates		Date of Signature:	21/08/2027
Role	Principal			

