



Attendance & Punctuality Policy

Company/ Organisation:	Star International School Mirdif
Address:	24B Street, Mirdif Dubai
Effective Date:	26/08/2024
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Policy:	<p>Introduction</p> <p>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.</p> <p>Promoting Good Attendance and Punctuality</p> <p>To ensure our pupils attend school regularly and punctually, we will:</p> <ul style="list-style-type: none">• 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. <p>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.</p>

Understanding Types of Absence

Authorised Absences

These occur when a student is absent for legitimate reasons and the parent has informed the school (e.g., illness, medical appointments, emergencies).

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.
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 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.

- Primary and Secondary: Arrival expected between 7:30 – 7:45 am, with registers closing at 7:55 am.
- EYFS: Arrival expected between 7:45 – 8:00 am, with registers closing at 8:15 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 94%.

Failure to meet the schools expectation of a minimum of 94% attendance threshold may result in the pupil repeating the academic year or being unable to re-register.

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

- 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
M	Medical Or Dental Appointment
C	Leave Of Absence Granted By The School
E	Excluded But No Alternative Provision Made
O	Absent Without Authorisation
G	Holiday Not Granted Or In Excess

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 Disruption
Y3	Part of School Out of Use
Y4	Session Cancelled - School Closed
Y7	Other Unavoidable Cause
Z	Prospective Pupil Not On Admission Register
#	Planned Whole Or Partial School Closure

School Timings

Monday to Thursday								Friday							
EYFS		Key Stage 1		Key Stage 2		Secondary		EYFS		Primary		Secondary			
07:30	Arrival 7:30-7:45	Arrival 7:30-7:45	Arrival 7:30-7:45	Arrival 7:30-7:45	Arrival 7:30-7:45	Arrival 7:30-7:45	Arrival 7:30-7:45	07:30	Arrival 7:30-7:45	Arrival 7:30-7:45	Arrival 7:30-7:45	Arrival 7:30-7:45	07:30		
07:45	Form 7:45-7:55	Form 7:45-7:55	Form 7:45-7:55	Form 7:45-7:55	Form 7:45-7:55	Form 7:45-7:55	Form 7:45-7:55	07:45	Form 7:45-7:55	Form 7:45-7:55	Form 7:45-7:55	Form 7:45-7:55	07:45		
08:00	Period 1 7:55-8:45	Period 1 7:55-8:45	Period 1 7:55-8:45	Period 1 7:55-8:45	Period 1 7:55-8:45	Period 1 7:55-8:45	Period 1 7:55-8:45	08:00	Community 7:50-8:15	Community 7:50-8:15	Community 7:50-8:15	Community 7:50-8:15	08:00		
08:15								08:15					08:15		
08:30								08:30	Period 1 8:15-9:00	Period 1 8:15-9:00	Period 1 8:15-9:00	Period 1 8:15-9:00	08:30		
08:45								08:45					08:45		
09:00	Period 2 8:45-9:35	Period 2 8:45-9:35	Period 2 8:45-9:35	Period 2 8:45-9:35	Period 2 8:45-9:35	Period 2 8:45-9:35	Period 2 8:45-9:35	09:00					09:00		
09:15								09:15	Period 2 9:00-9:45	Period 2 9:00-9:45	Period 2 9:00-9:45	Period 2 9:00-9:45	09:15		
09:30	Break 9:35-9:50	Break 9:35-9:50	Break 9:35-9:50	Break 9:35-9:50	Break 9:35-9:50	Break 9:35-9:50	Break 9:35-9:50	09:30					09:30		
09:45								09:45	Break 9:45-10:00	Break 9:45-10:00	Break 9:45-10:00	Break 9:45-10:00	09:45		
10:00	Period 3 9:50-10:40	Period 3 9:50-10:40	Period 3 9:50-10:40	Period 3 9:50-10:40	Period 3 9:50-10:40	Period 3 9:50-10:40	Period 3 9:50-10:40	10:00					10:00		
10:15								10:15	Period 3 10:00-10:45	Period 3 10:00-10:45	Period 3 10:00-10:45	Period 3 10:00-10:45	10:15		
10:30								10:30					10:30		
10:45								10:45					10:45		
11:00	Period 4 10:40-11:30	Period 4 10:40-11:30	Period 4 10:40-11:30	Period 4 10:40-11:30	Period 4 10:40-11:30	Period 4 10:40-11:30	Period 4 10:40-11:30	11:00	Period 4 10:45-11:30	Period 4 10:45-11:30	Period 4 10:45-11:30	Period 4 10:45-11:30	11:00		
11:15								11:15					11:15		
11:30	Lunch 11:30-12:15	Lunch 11:30-12:15	Period 5 11:30-12:20	Lunch 11:30-12:15				11:30	PICKUP	PICKUP	PICKUP	PICKUP	11:30		
11:45								11:45					11:45		
12:00								12:00					12:00		
12:15								12:15					12:15		
12:30	Period 5 12:15-13:05	Period 5 12:15-13:05	Lunch 12:20-13:05	Period 5 12:15-13:05				12:30					12:30		
12:45								12:45					12:45		
13:00	Period 6 13:05-13:30							13:00					13:00		
13:15								13:15					13:15		
13:30	PICKUP	Period 6 13:05-13:55	Period 6 13:05-13:55	Period 6 13:05-13:55	Period 6 13:05-13:50			13:30					13:30		
13:45								13:45	Break 13:50-14:05				13:45		
14:00								14:00					14:00		
14:15		Period 7 13:55-14:45	Period 7 13:55-14:45	Period 7 13:55-14:45	Period 7 14:05-14:50			14:15					14:15		
14:30								14:30					14:30		
14:45		CLASS 14:45-14:50	CLASS 14:45-14:50					14:45					14:45		
15:00	End of Day ECA / Meetings / Directed Time 13:45-16:30							15:00					15:00		
15:15								15:15					15:15		
15:30		End of Day ECA / Meetings / Directed Time 15:00-16:30	End of Day ECA / Meetings / Directed Time 15:00-16:30					15:30	PICKUP				15:30		
15:45								15:45					15:45		
16:00								16:00					16:00		
16:15								16:15					16:15		
16:30								16:30					16:30		

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