



GLENDALÉ
INTERNATIONAL
SCHOOL

Attendance & Punctuality Policy

Version History

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|----------|------------------------|----------------|-------------|------------------|
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Umm Al Hurair, Oud Metha, Next to American Hospital, Dubai, UAE | www.glendaleschool.org



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At Glendale International School, punctuality is taken extremely seriously. Evidence shows that both lateness and poor attendance 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 the morning, and these have a significant impact on learning. The National Foundation for Educational Research in the UK (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.

The Ministry of Education for the UAE also states that if a child is absent from school for 20 consecutive days or 25 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.

The 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 email the school/ homeroom teacher to explain the reason for the absence. After 48 hours of 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 unauthorised. The principal cannot authorise absences other than for medical reason



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Procedure

FS and Primary School:

It is the class teacher's professional responsibility to accurately record daily attendance by filling out the electronic register at the beginning of each day by 08.30 a.m. The register must then be closed.

Prep School:

It is the lead teacher's professional responsibility to accurately record daily attendance by filling out the online register at the beginning of each day by 08.30 a.m. The register must then be closed. Lates are registered in advance until 8.40 a.m.

The following mark scheme should be followed:

- Absent
- Late
- Present

If a child is absent from school, the parents are responsible for informing the school via email to explain the reasons for the absence.

After two days' absence, the parents must provide a medical certificate. If a medical certificate is not provided after two days, the child will be marked as having an unauthorised absence.

If no communication is received and the child is not in class when the register is marked, then the student will be marked as absent

Any concerns about absence that do not fit this policy should be reported to the safeguarding team via Toddle/ incident report (with the Nurse)

If this procedure and the timings are not adhered to by the class or lead teacher, then the primary secretary will contact the relevant members of staff, as follow-up emails and phone calls will be made, which will result in incorrect information being transmitted to parents





If children arrive after the registers have been closed:

FS and Primary School:

8:30–8:35 a.m.: Students in FS and Primary will be given a Late Mark on Toddle by the EA.

A late slip will be signed by the parents and the students will hand it over to the class teacher as a record.

After 8:45 a.m., children will sign in at reception, and the front-of-house staff will then update the register.

Registers are updated as parents submit sickness information to the EA.

The EA will send an automated email to all parents of absent children who have not been informed of the reason for their absence, informing them that they need to inform the school or homeroom teacher of the reasons for their absence.

Any pertinent information about the reason for the absence should be communicated to the class or lead teacher.

Class teachers should be vigilant with regard to poor attendance and/or punctuality, follow up with parents to discuss concerns where necessary, and raise them with the safeguarding team via email

The bus registers for buses arriving after the close of class will be passed to staff for them to update the school attendance register.

Children in FS1 and FS2 should be in school by 8:30 a.m. Any child arriving after this time should proceed to the main reception, where they will be registered on the system and taken to class by a staff member





10-Day Absence Without Contact

When children are absent from school for 10 days or more without contact with their parents, the following procedure should be followed: It is the responsibility of the school secretaries, in conjunction with the class teacher or 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 10th 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 informing the school about the early pickup.

Early pick-ups can only be facilitated until 12 p.m

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, G1 is informed that the child has gone home by providing G1 (Guardian One Transport) via email attached to the parent's email.

The exit pass must be shown to security upon departure from the premises.

For students leaving early from school, it is the responsibility of the parents to email and inform G1.

Clinic Procedure for Students Leaving School Early:

FS and Primary Schools:

The student is taken to the clinic

If the student is picked up, then the clinic will contact the class teacher / EA to let them know the reason

The parents will have the clinic pass with the school nurse/ doctor notes





Late pick-ups in FS and Primary schools:

Children not collected 10 minutes after the end of the teaching day will be escorted to the reception area, where the late room protocol will be followed:

There will be two members of staff on duty.

Children who have not been collected by the designated time are handed over to the staff.

Children check in and out with their late slip, handing it in on departure so that will be kept in reception as record.

If children remain at school after 3.30 p.m., they will be escorted to reception. All children who have been taken to reception and their parents. A member of the school staff will then supervise the child until he/she is collected and will ask the parent the reason for the child being collected late, remind them of the pickup time, and ask the parent or carer to sign and write the time of collection. These will be tracked by the attendance team.

After 3 times for lateness a warning letter will be sent (half an hour late) after another further 3 times of being late to pick up the child a second warning letter will be issued stating no re-enrolment to the next academic year.

If children still remain after 1.15 p.m. (FS1 and FS2) or after 3:30 p.m. (Y1–Y6), the Child Protection Association (CPA) may be contacted at the telephone number below.

If a child remains at school after 1 p.m. on an early pick-up day, then the Child Protection Association (CPA) (8002121) may be called.

If children still remain after 3.45 p.m., the police may be called.

The Late Room Register will be analysed at the end of each month by a member of the Head of Section, 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 will be held and actions will be outlined, which may include referral to Dubai Police





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Late collection on Friday:

Children not collected by 12.15 p.m. 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 staff on duty.

Children check in and out with their late slip, which will be kept in reception so that it can be added to the late pickup tracking system.

If children remain at school after 12.30 p.m., they will be escorted to reception. All children who have been taken to reception will be logged on the late slip form.

A staff member will contact parents. A member of school staff will then supervise the child until he/she is collected and will ask the parent the reason for the child being collected late, remind them of the pickup time, and ask the parent or carer to sign



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