



# Attendance and Punctuality Policy 2021 – 2022



مدرسة جيمس متروبول  
GEMS Metropole School  
MOTOR CITY

<b>Approved by:</b>	<b>Mr. Naveed Iqbal</b>
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## Principles

The Attendance and Punctuality Policy to emphasizes the importance of each student arriving on time to school and being prompt to each lesson. Learning the responsibility of getting to class on time is an integral part of GEMS Metropole's non-negotiables, which prepares students for success.

## Aims

- To define the roles and responsibilities of the students, parents and staff in ensuring that students attend school on time.
- To define the times of the start of the day and when a students will be marked down as late.
- To define to process of how to report an absence if a student cannot attend school.
- To set out the procedures in place for students who require absence on days other than those defined in the school calendar.
- To inform parents of the legal requirements of the monitoring of attendance that the school must undertake. This includes how the leadership and admin teams follow up on low attendance with students and parents.
- To set out the procedures for students who arrive after the school day has started as set out in the timetable and how this is monitored.
- To inform how GEMS Metropole School promote and celebrate positive attendance.