



مدرسة جيمس متروبول الواحة
GEMS Metropole School
AL WAHA

Attendance and Punctuality

Approved by:	Lynsey Seeley (Vice Principal)
Last reviewed on:	January 2025
Next review due by:	August 2026

MISSION

Lead, nurture and succeed.

VISION

A sustainable and inclusive community hub, nurturing future leaders.

Nurturing
LEADERSHIP



Please read the following Policy alongside expectation stated by all parties in the Parent Contract.

MTW Attendance & Punctuality Policy

This policy is applied at GEMS Metropole School Al Waha alongside our school's vision, mission and values.

1. Purpose

At GEMS Metropole School Al Waha 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 make 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.

2. Aims

Through this policy we aim to:

- Keep the school's attendance above 98%.
- Outline the steps the School will take to promote positive attendance and punctuality.
- Outline escalation procedures for staff to follow.
- Outline absence procedures for parents to follow.

3. Attendance

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 a responsibility for:

'Students' absenteeism and tardiness affect the school's ability to provide effective educational services, the achievements of consistently absent or late students, and also disrupt the learning experiences of other students in the school. It is the parents responsibility to inform the school of student absence.

Parents, the students and the school must work together to improve and maintain high attendance rates. Expected attendance rate is 98% of total possible attendance (the 2% includes all medical and other authorised absences, in addition to unauthorised). Students with poor attendance records may not be promoted to the next 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 log the absence on GEMS Connect for every day of absence and inform the class teacher/form tutor before 7.15am** explaining the reason for absence. It is the parents' responsibility to ensure that there are valid reasons for all absences and that the school is fully informed. The principal cannot authorize absences other than for medical reasons.

The following mark scheme should be followed:

Registration Codes used at MTW

Present codes:

- /- Present
- L- Late
- D- Digital learning
- E- Excluded
- P – Approved education activity – Sporting
- V – Approved educational excursion

Absence codes:

- N- Unauthorised absence (when the Parent has not contacted the class teacher/form tutor/school to inform us that the child is ill)
- C-Authorised absence other (authorised only by HoS & DHoS)
- I- Authorised absence (for when families have contacted class teacher/Secondary form to inform of illness)
- S- Authorised absence- study leave (phase 3 and 4 only)
- G – Unauthorised family holiday

Procedures for reporting and escalating absence can be found at the end of this policy Persistent

Absenteeism

In addition to the above escalation route, absence data will be analysed by primary and secondary SLT on a weekly basis. Any students identified as persistently absent will have a bespoke support action plan provided to rapidly improve attendance. All stakeholders will be expected to fully engage in the action plan and attend all meetings. Failure to support the process to reduce absence may affect the students' chance of enrolment for the following academic year.

4. Punctuality

Poor punctuality is not acceptable. If a pupil misses the start of the day, they miss work and important information. Late arriving pupils also disrupt lessons and the learning of others. How we manage lateness: Registration starts at 7.40am and we expect pupils to be present in their class before 7.40am ready for the National Anthem. Registers will be taken, and pupils will receive a late mark if they are not in by that time. **Students with poor punctuality records may not be permitted to re-enrol to the next academic year.**

Punctuality Reporting and Escalation Route can be found at the end of this policy.

5. Clinic collection

Clinic Procedure for students leaving school early:

Student who report illness are provided with a clinic pass and have permission to attend the clinic. Clinic staff will decide if the student requires to leave the site or not.

If the student needs to go home the clinic will:

- call the child's parent and ask them to enter in main reception to collect their child
- email the class teacher/form tutor and the head of school
- call main reception to inform them that a parent will be arriving shortly
- keep the unwell student in the clinic until parent arrives
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Once the parent arrives at main reception a member of staff will collect the student from the clinic and bring them to their parent.

6. Early collection

Early collection of students is not acceptable unless in exceptional circumstances. If a pupil misses the end of the day, they miss work and important information. Early collection of pupils also disrupt lessons and the learning of others. How we manage early collection: Early collection of students is only approved in exceptional circumstances by Principal, Vice Principal or Heads of School and evidence may be requested to be provided before any request is approved. To request early collection the parent must email reception at least 1 hour before the collection time.

7. Removal from bus for collection

If a parent wishes to collect their child instead of the student taking the school bus home the parent must email STS Service Delivery Executive (r.ranjeet.kaur@sts-group.com) and the class teacher **at least 1 hour before**

the collection time.

8. Late Collection

Collecting your pupil late from school is unacceptable. If a pupil is not collected at the end of the school day it can create extreme distress and anxiety for the child. Staff have scheduled meetings after school and supervising students not collected causes disruption to the smooth running of the school and staff welfare. Children not collected 10 minutes after the end of the teaching day will follow the following procedures

1. Go to the designated late FS reception which is supervised by the class teacher until 3.30 pm
2. If children remain at school after 3.30pm, they will be escorted to the main reception. All children who have been taken to the main reception will be logged on GUARD. 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 SLT team.
3. If children still remain after 1.15pm (FS1 and FS2) or after 3:30pm (Y1-Y13) the Child Protection Association (CPA) may be phoned at the Principal's discretion.
4. If children still remain after 4.45pm, the police may be phoned.

The late 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). 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 11.45am on a Friday teaching day will be escorted to FS reception where the Late Collection Protocol will be followed:

1. Parents will be called to find out reason for lateness and confirm arrival time.
2. This will be supervised in the FS reception until 12.15pm by a class teacher.
3. At 12.15 pm they will be escorted to the main reception area where a member of the SLT will capture their name and class.
4. 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 report on GUARD. This will be tracked by the SLT team.

Appendix 1



Responsibility of the parents:

Understanding and upholding the school's policy which states continued tardiness and absenteeism will result in disciplinary measures and will affect the students' chances of enrolment for the upcoming academic year.

ABSENCE REPORTING



Day 1 Absence

Parents communicate via email link to class teacher to report child's absence before 7:30am. All class teachers to complete registers by 7:55am

Day 1 Absence

Absence Notification sent to parents of students absent and unaccounted for.



Day 2 Absence

Class Teacher to email parents of students with unaccounted absence before end of business on day 2



Day 3 Absence

Class Teacher to email parents of students with 3 days unaccounted absence and copy in Head of Key Stage



Day 4 Absence

Head of Key Stage to call/email parents with 4 days unaccountable absence. If no response, inform DSL/DDSL and record on GUARD



Day 4 Absence

ESCALATION ROUTE

Appendix 2



Attendance Concern Protocol

All students are expected to maintain an attendance rate of at least 98%.

Parents submit leave requests through GEMS Connect

1 / 2 day absence requests are approved and G4S updated by 7:30am. 3 – 5 day requests shared with key leaders

Class / Tutor teachers maintain accurate attendance letters

Morning attendance is completed by 7:45am. Students arriving after this time are marked as late by the duty staff. If a student is not in class and not marked as an authorised absence they are marked as "N".

Attendance data analysed

Every Friday an updated attendance and late report is created and shared with leaders. Where required, students are identified for attendance or punctuality action.

Unauthorised absence

Term 1.1 <80% warning letter 1 - Meeting with HoY
90 – 80% - letter of concern - generated email
Term 1.2 <90% warning letter 1 - Meeting with HoY
94 – 90 – letter of concern - generated email
Term 2 + 3 <94% warning letter - generated email

Warning letter 2 - meeting with KSL

Warning letter 3 - meeting with HoS
blocked from enrollment with opportunity to improve

Final letter - meeting with P/VP
Not permitted to re-enroll

Repeated Tardiness

5 lates – letter of concern - generated email
>5 lates – Warning Letter 1 – Meeting with HoY

5 more lates Warning letter 2 – meeting with KSL

5 more lates Warning letter 3 – meeting with HoS

5 more lates Warning letter 4 – meeting with HoS
blocked from enrollment with opportunity to improve

Final letter – meeting with P/VP
Not permitted to re-enroll