



مدرسة اركاديا البريطانية
**ARCADIA BRITISH
SCHOOL**

Attendance and Lateness Policy

This policy is reviewed annually to ensure compliance with required regulations

Approved/review by	Executive Principal and Assistant Headteachers (Pastoral)
Date of review	July 2026
Date of next review	July 2027



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Rationale

Regular and punctual school attendance is important. Children who are persistently late or absent from school soon fall behind and frequently develop large gaps in their learning, which will impact on their progress and their ability to meet age-related learning expectations. Parents should therefore ensure that their child is at school every day of the school year to maximise learning opportunities.

KHDA Regulations

KHDA attendance expectations are as follows:

- 98% Outstanding
- 96% Very Good
- 94% Good
- 92% Acceptable
- Less than 92% Weak
- Less than 90% Very Weak

Aims and Objectives

Our school strongly believes that regular attendance and punctuality are key to ensuring excellent pupil progress. Poor attendance and/or regular lateness will significantly affect a pupil's ability to learn and progress at the expected level.

This policy ensures all stakeholders (parents, pupils, and staff) understand the actions necessary to promote good attendance. The aims include:

- Improve pupils' achievement through high attendance and punctuality.
- Arrive on time to school and all lessons.
- Achieve 98% or better attendance for all children.
- Create a culture where good attendance and punctuality are valued.
- Raise awareness among parents and children about the importance of consistent attendance.
- Monitor attendance and ensure a consistent approach to managing absence.
- Recognise the role of parents and teachers in promoting good attendance.

Request for Absence

Parents must complete a '[Pupil Leave Form](#)' (also available at Reception) if they wish for their child to be absent. The school will review and determine approval.

Early Pick Up or Appointment

Early Collection: If a parent or carer wishes to collect their child before the end of the school day, an email must be sent to attendance@arcadia.sch.ae and the student's Class Teacher/Form Tutor. An Early Exit Form must also be completed. In Primary, this is a physical form, while for Secondary students, the Google Form below must be completed prior to collection.

[Secondary Early Exit Form](#)



Types of Absence

Approved Absence

- Medical illness or appointments
- Family emergency
- Religious Leave (in certain cases)
- National or International competitions or events

Travel Absence

- Permitted only if the student's attendance is above 96%.

Unapproved Absence

- When a child is absent without prior approval from the school, even with parental consent.
- Absence may be unapproved if the child's attendance falls below expectations.

Medical Absence

- Parents must call or email (attendance@arcadia.sch.ae) if their child is unwell.

Absence from Remote Learning Programme

- Any absence during remote learning must be reported to the school.

Procedures

To promote high levels of attendance and punctuality, the school implements clear and consistent procedures for monitoring, recording, and responding to student absences. These procedures are designed to ensure student safety, support engagement with learning, fulfil KHDA requirements, and enable early intervention where attendance concerns arise. The school will:

- Maintain appropriate registration processes.
- Record all attendance data accurately.
- Communicate attendance procedures clearly.
- Follow up on absences and persistent lateness.
- Discourage unnecessary absences, including term-time holidays.
- Work with parents to improve attendance.
- Report attendance statistics to KHDA.
- Notify parents regarding attendance concerns at key thresholds.

Registration Primary

- The school day starts at 7:40 am, and students must be in school by 7:50 am.
- Students arriving after 7.50 students will be marked as late.
- Class teachers will record attendance daily.
- Parents will be contacted if a child is absent without a reason.

Registration Secondary

- The secondary school day starts at 7.40 and students must be in school for registration by 7.50.
- Students arriving after 7.50 students will be marked as late.
- Form tutors will record attendance daily.
- Students arriving late will have their attendance recorded by the reception/attendance officer.
- Parents will be contacted if a child is absent without a reason.



Registration for Online Learners

- Online learning attendance will be marked by the tutor and shared with the front desk.

Attendance Notification Process

If a student's attendance drops below the following thresholds, the school will take the following steps:

- 90 - 94% Attendance: Parents will be contacted by the Form Tutor, Class Teacher and/or Year Leader to discuss emerging attendance concerns, identify any contributing factors, and agree appropriate actions to support improved attendance.
- 86- 90% Attendance: Parents will be required to attend a meeting with a member of the Senior Leadership Team (SLT) to discuss attendance concerns and agree appropriate actions to support improvement. An Attendance Monitoring Record will be put in place, with the student's attendance closely monitored and formally reviewed every two weeks.
- <86% Attendance: Parents will meet with the Divisional Head to discuss the impact of significant curriculum gaps resulting from persistent or prolonged absence. Where a student has missed a substantial amount of learning, this may include consideration of whether progression to the next year group is academically appropriate, or whether repeating the current year may be necessary, in line with and mandated by the KHDA.

Lateness Notification Process

Primary

- Three incidents of lateness: Written communication with parents from class teacher.
- Up to three additional incidents: Parents meet with the Year Leader
- Further lateness: Parents meet with Assistant Head (Pastoral) or Head of Primary
- Identifying and supporting barriers: Where patterns of lateness emerge, the school will work with the student and parents to identify any underlying barriers to punctuality and agree appropriate support and strategies for improvement.
- The school may issue monitoring reports, reflection sessions, temporary suspension, or refusal of re-enrolment for the following academic year.

Secondary

- Three incidents of lateness: Written communication with parents from form tutor.
- Up to three additional incidents: Parents meet with the Year Leader
- Further lateness: Parents meet with Assistant Head (Pastoral) or Head of Secondary
- Identifying and supporting barriers: Where patterns of lateness emerge, the school will work with the student and parents to identify any underlying barriers to punctuality and agree appropriate support and strategies for improvement.
- The school may issue monitoring reports, reflection sessions, temporary suspension, or refusal of re-enrolment for the following academic year.



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