



**ARCADIA BRITISH  
SCHOOL**

مدرسة اركاديا البريطانية

## Attendance and Lateness Policy

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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 an 'Pupil Leave Form' (available at Reception) if they wish for their child to be absent. The school will review and determine approval.



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### **Types of Absence**

#### **Approved Absence**

- Medical illness
- Family emergency
- Religious Leave (in certain cases)

#### **Travel Absence**

- Permitted only if the student's attendance is above 94%.

#### **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**

- 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 7:30 am, and students must be in school by 7:50 am.
- Class teachers will record attendance daily.
- Parents will be contacted if a child is absent without a reason.

#### **Secondary**

- The secondary school day starts at 7.30 and students must be in school for registration by 7.40. After 7.40 students will be marked as late.
- Form tutors will record attendance daily.
- Parents will be contacted if a child is absent without a reason.



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#### Registration for Online Learners

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

#### **Lateness**

##### **Primary**

- Registration closes at 7:50 am.
- Any child arriving after this time will be marked late.

##### **Secondary**

- Any student arriving after 7:40 am will be marked late.
- Students with repeated lateness will receive a 10-minute lunchtime reflection.
- Persistent lateness will lead to parental notification and possible placement on the punctuality report.

#### **Lateness Notification Process**

##### **Primary**

- Three incidents of lateness: Written warning issued to parents.
  - Up to three additional incidents: Parents meet with the Year Leader and Assistant Headteacher
  - Further lateness: Parents meet with Head of Primary
- The school may issue reflection sessions, temporary suspension, or refusal of re-enrolment for the following academic year.

##### **Secondary**

- Three incidents of lateness: Written warning issued to parents
  - Up to three additional incidents: Parents meet with the Head of Year and Assistant Head of Pastoral
  - Further lateness: Parents meet with Head of Secondary
- The school may issue reflection sessions, temporary suspension, or refusal of re-enrolment for the following academic year.

#### **Attendance Notification Process**

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

- 94% Attendance: Parents will be contacted by the Year Leader to discuss concerns and encourage improvement.
- 90% Attendance: Parents will be required to attend a meeting with a member of the Senior Leadership Team (SLT) to discuss the situation and explore solutions together. This will include an attendance record, where students' attendance will be closely monitored and will be reviewed every two weeks.



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- 86% Attendance: Parents will meet with the Divisional Head to discuss the significant curriculum gaps. This may involve a discussion about potential demotion or repeating the year if the child has missed a substantial amount of learning.

#### **Policy Review & Responsibility**

- Policy Implemented: April 2017
- Policy Review Date: July 2026
- Policy Responsibility: Parent Relations Manager
- Board Approval: July 2023
- Version: 6



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