

## **Attendance and Punctuality Policy 2025-2026**

South View School (SVS) believes that regular attendance is an essential pre-requisite of effective schooling. Students need to develop and maintain good habits of regular attendance and punctuality if they are to make the most of their time at our school.

Parents, students and the school must work together to improve and maintain high attendance rates.

KHDA's commitment to good attendance as outlined in the Parent-School Contract has been considered in creating this policy. KHDA grades and defines student attendance as follows:

<b>KHDA Grading</b>	<b>% Attendance</b>
Outstanding	98%
Very Good	96%
Good	94%
Requires Development	92%
Weak	Less than 92%

### **Aims**

The aims of the SVS Attendance and Punctuality Policy are:

- To encourage prompt arrival at school
- To encourage regular attendance
- To ensure that routines are in place for monitoring attendance and for early identification of any difficulties

### **Roles and Responsibilities**

The responsibility for raising and promoting attendance is shared by parents, students and by all school staff. By co-operating and working together we can improve attendance and this in turn will raise achievement. All members of school staff have a responsibility for identifying trends in attendance and punctuality.

### **Parents are responsible for:**

- Making every effort to ensure that their child attends school every day and arrives on time
- Informing the school on the first day of an absence if their child is unable to attend school
- Providing the school with a valid reason for all absences
- Scheduling family vacations to coincide with scheduled school breaks
- Helping students to understand the importance of attending school

- Making all appointments, where possible, outside of school times, e.g. dentist/doctor
- Emailing class teacher or school secretary inform via [absence@southview.ae](mailto:absence@southview.ae) if a child is absent

**Teachers are responsible for:**

- Completing the iSAMS Register by 8.05am every day Primary School & 07:50am in the Secondary School
- Completing iSAMS Register by marking a child as PRESENT or marking with appropriate Not Present code
- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/or unusual explanations for attendance offered by students and their parents
- Informing a member of the Senior Leadership Team where there are concerns and acting upon them
- Organizing an individual student monitoring and reward system for target students with poor attendance
- Emphasizing with students the importance of good attendance and punctuality
- Discussing attendance concerns at parent/teacher meetings where necessary
- Setting an example by arriving promptly to lessons

**Secretaries are responsible for:**

- Ensuring that all class registers are completed daily by class teachers and informing them when not
- Ensuring that unexplained absences are followed up with an email on the first date of an absence by 10.00am
- Ensuring that clinic email parents on the second day of absence if school has been informed that the student is sick
- Calling or emailing parents on second day of absence if school has not been contacted
- Calling parents on the third day of absence if no information has been provided
- Providing the all teaching staff, Senior Leadership Team and the Medical Team with a list of absentees and a reason for absence each morning
- Informing individual teachers via email of reasons for absences

**Receptionists are responsible for:**

- Ensuring that Late Slips are issued, and the lateness is entered on iSAMS (late slips to include name, class, date and time)

**Senior Leadership Team are responsible for:**

- Overall monitoring of school attendance

- Keeping an overview of class and individual attendance, looking particularly for either poor overall attendance, anomalies in patterns of attendance and/or unusual explanations for attendance offered by students and their parents
- Contacting and meeting with families where concerns are raised about absence
- Communicating with the Designated Safeguarding Lead about attendance concerns, where necessary
- Processing Student Absence Requests
- Promotion of good attendance during assemblies and publications

### **Absence Procedures**

- If a student is absent, a parent/carer must contact the class teacher by 8.00 on the first day of absence teacher email or through school secretary at [absence@southview.ae](mailto:absence@southview.ae)
- If your child is absent for a second day and school has been informed that they are sick, the School Clinic will contact you via email as part of the follow up procedure.
- If a child is absent for a second day but school has still not been informed, parents will be called or emailed by school receptionists
- If a child is absent for 3 or more days due to cold and flu symptoms, a medical note will be requested by the School Clinic. The student cannot return to school until a medical note is shared with the School Clinic.

### **Managing Attendance**

All attendance and punctuality are monitored closely. If attendance drops below 90% and/or becomes a concern:

1. The teacher will discuss with the parents in the first instance
2. The phase leader will write a letter to inform them of the impact of withdrawal from learning
3. A member of the Senior Leadership Team will invite parents for a meeting to discuss the concerns and remind them of their responsibilities as outlined in the parent contract
4. Finally, parents may receive written notice announcing refusal to enroll the student in the school for the following academic year as outlined in the parent contract where attendance and punctuality are not addressed
5. Secondary School attendance will be reviewed on a four-weekly basis by the Senior Leadership Team
6. Primary School attendance will be reviewed on a half-termly basis by the Senior Leadership Team

### **Punctuality**

Poor punctuality is not acceptable. If a student misses the start of the day, they may miss crucial learning time and will disrupt lessons upon entering.

Students will receive a late mark if they are not in class by 8.05am in the Primary School and 7.50am in the Secondary School. Students who arrive late must sign in at the Reception desk and provide a reason for the lateness. A Late Slip is issued which must be handed to the teacher.

If students are frequently late:

1. The teacher will discuss with the parents in the first instance, parents will be asked to encourage good punctuality
2. If lateness persists, a warning letter will be sent to parents
3. A member of the Senior Leadership Team will invite parents for a meeting to discuss the concerns and remind them of their responsibilities as outlined in the parent contract

In FS1, the school day ends at 1.00pm. Children who are not collected by 1.15pm will officially be classed as late. The Primary School day ends at 2.30pm. Primary students who are not collected by 2.45pm will officially be classed as late. The Secondary School Day ends at 3.35pm. Secondary students who are still be awaiting collection at 3.50pm, will be deemed as late.

After 3 incidents of late collection within a short period of time, such as a half term, parents may be expected to pay for after school care hours.

### **Early Exit**

- **Bus students**

Parents must email [transport@southview.ae](mailto:transport@southview.ae) and class teacher by 12.00pm if their child is being collected from school and will not use school transport.

- **Own transport students**

Parents must email the class teacher and front desk staff at [reception@southview.ae](mailto:reception@southview.ae) or [frontoffice@southview.ae](mailto:frontoffice@southview.ae) by 12noon or 2 hours before anticipated exit time.

- **Exceptions**

Discretion may be used by reception staff to permit early exit of students in emergency situations or where siblings are being released early by clinic or by ESLT. Class teachers must be informed as soon as possible of early dismissal of pupils. Verbal communication of early exit in these circumstances will be acceptable.

### **Holidays in Term Time**

Taking holidays in term time will affect a student's education as much as any other absence and we expect parents to support their child's education by not taking holidays in school time. Any period of leave taken without the agreement of the school will be classed as unauthorized. If a parent would like to request that



their child takes a leave of absence during term time, they must complete a Student Absence Request Form to the Principal who will inform them whether or not the leave of absence will be deemed as Authorised or Unauthorised. Leave will only be considered as Authorised for emergency or exceptional circumstances.