

Attendance And Punctuality Policy (FOR STUDENTS)

Definition :

Not being present at school on time as per the school timings.

Objectives :

To ensure that all stakeholders carry out their role and responsibilities with regards to attendance and punctuality of students.

Steps :

1. Procedures:

A. End of the day

The teacher will call the parent to ask why the child is absent, followed by a message on the class dojo/ILM chat or a letter.

B. End of the week

Teachers will forward all the late slips of students to the Head of Year, Head of Key stage will contact the parent through a phone call of students who are late two or more times in the week.

C. End of the month

Parents will receive a letter from the Head of Years informing them of the disciplinary measures for tardiness and absences.

D. For further tardiness

Parents will be called in for a meeting with the Vice Principal and Head of Pastoral care/Counsellor.

2. Continuous late coming could result in suspension from school as per KHDA Guidelines

Offence	Frequency	Implications
Tardiness - this refers to being late in coming to school at the start of the school day and to	The first five(5) incidents of tardiness in a short period of time such as a month or an academic term	Written warning to students and notify parents.

instances of being late to lessons within the school day		Tardiness will be noted in the students' progress report.
	Up to an additional three(3) instances of tardiness in a short period of time, such as a month	<p>Parents and students are called to a meeting with the principal or a designated person by the principal.</p> <p>Parents and students sign a written pledge not to repeat the offence.</p> <p>Tardiness to be noted in students' progress report.</p>
	Any additional incidents to the above	<p>At the discretion of the school, decision might include one or more of the following:</p> <ul style="list-style-type: none"> • Community hours at the school. • Detention during school hours. • A written notice announcing refusal to re-enroll the student in the school for the following academic year.
Offence	Frequency	Implications
Absenteeism - this refers to frequent or habitual absence from school or from lessons without a valid medical or family related excuse.	The four(4) incidents of absenteeism in a short period of time such as a month or an academic term	<p>Written warning to students and notify parents.</p> <p>Absent days will be noted in the students' progress report.</p>

	Up to an additional three(3) instances of absenteeism in a short period of time	<p>Parents and students are called to a meeting with the principal or a designated person by the principal.</p> <p>Parents and students sign a written pledge not to repeat the offence.</p> <p>Absent days to be noted in students' progress report.</p>
	Any additional incidents to the above	<p>At the discretion of the school, decision might include:</p> <ul style="list-style-type: none"> • Community hours at the school. • Detention during school hours. <p>A written notice announcing refusal to re-enroll the student in the school for the following academic year.</p>

Student Leave Request

Students are required to maintain regular attendance, but may request leave for valid reasons such as illness, personal matters, or emergencies. All leave requests must be submitted in writing in advance, or as soon as possible in case of emergencies, and must include the reason and dates of leave to communication@deiraprivateschool.ae. Approval is subject to academic performance and overall attendance. It is the student's responsibility to catch up on missed work. Unauthorized absences may lead to disciplinary action. Supporting documents (e.g., medical certificates) may be required for extended leave.

Unauthorized Absence

- Absence without prior approval will be marked as unauthorized.
- Repeated unauthorized absences may result in:
- Warning notices to students/parents
- Restriction from exams or activities

- Disciplinary action as per the institution's code of conduct

Missed Work and Responsibilities

- It is the student's responsibility to catch up on all missed assignments, tests, and classwork.
- Teachers may provide limited support or materials missed during leave.

People Responsible:

Principal, Vice Principal, Head of Key Stage, Head of Wellbeing, Teachers and Receptionist.

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