

# Attendance and Punctuality Policy (Parent Version)

Policy	Attendance and Punctuality Policy (Parent Version)
Date Created	August 2025
Date of Review	June 2026
Person Responsible	Principal, Assistant Principal (Pastoral) & Attendance Officer

## **Introduction:**

The Noya British School attendance policy has been developed as a part of the school's commitment to providing a supportive learning environment which enables all learners who have chosen to study with us to achieve their full potential.

The National Foundation for Educational Research in the UK ([www.nfer.ac.uk](http://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 and endorsed by ADEK. The ADEK Private Schools Policy and Guidance manual highlights " the need for students to punctually and regularly attend school.

- NBS aims for minimum 97% attendance, with 100% considered outstanding.
- Absence above 10% is a concern, per ADEK. Extended absences (20 consecutive or 25 non-consecutive days) may lead to removal from school.

## **Parental Agreement:**

It is important that parents, learners and the school must work together to improve and maintain high attendance/punctuality rates.

The responsibilities of parents include:

- Actively promote their child's attendance and punctuality.
- Follow the school's attendance policy.
- Understand that persistent lateness or absence may affect re-enrolment.
- Notify the school of any absence in advance or on the day before 7:40 AM.

## **High Performance Learning**



### School Responsibilities:

- Principal ensures policy implementation and staff awareness.
- Staff enforce the policy daily and follow procedures.
- Parents must inform the school of absences, providing documentation if necessary.

### Attendance Monitoring:

- Weekly recognition for best attendance (trophy and reward).
- Attendance is recorded in reports and on **ADEK's parent app (Rayah)**.

The following are the attendance rate considerations:

- Outstanding 98% and above
- Very Good 96% - 97.9%
- Good 94% - 95.9%
- Acceptable 92% - 93.9%
- Unsatisfactory 92% and below

Attendance data will be used to set a range of attendance targets for the whole school, for identified cohorts and for individual Learners.

### Attendance Information

#### School Day Timings

Key Stage	Start Time	End Time
EYFS & KS1	7:45 AM	2:30 PM
KS2	7:45 AM	2:40 PM
KS3	7:45 AM	2:45 PM
Friday Timings		
EYFS & KS1	7:45 AM	11:30 AM
KS2	7:45 AM	11:40 AM
KS3	7:45 AM	11:45 AM

### High Performance Learning



**Please note:**

The school gates open at **7:15 AM**. All learners are expected to arrive **before 7:45 AM** for morning drop off to ensure a smooth start to the school day.

The drop off gate (Gate 3) will be closed at **7:45am** in the morning. Learners arriving after this time are considered late.

**Late Arrivals Procedure**

- Student receives a “Late Slip” at reception.
- Slip handed to teacher for record.
- Parents contacted for knowing the reason.
  
- **Escalation:**
  - **Continuously 3 days late:** warning letter
  - **Continuously 5 days late:** meeting with Head of Safeguarding
  - **Continuously 5 days without improvement:** meeting with Head of School/Principal
  - **Continued lateness:** ADEK may be contacted.

**Early departure from school Procedures:**

- Parents encouraged to schedule appointments outside school hours.
- Early departure approval must come from Head of School or senior leadership.
- Early departures are recorded as half-day absences.
- Repeated early departure escalation:
  - **Continuously 3 days:** warning letter
  - **Continuously 5 days** meeting with Head of Safeguarding
  - **Continuously 5 days without improvement:** meeting with Head of School/Principal

**Procedure for collecting a child early:**

- Email school admin and teacher before 10:30 AM with time/reason.
- Bus coordinator copied if needed.
- Arrive 15 minutes before departure to collect child and belongings.
- Reception exit pass required; security will not release child without it.

**High Performance Learning**

### **Student Absences:**

- Students should attend all scheduled school days, including days around vacations.
- Parents must notify school by 7:40 AM for absences.
- Medical, dental and other appointments should be outside school hours when possible.
- Leadership evaluates all absence requests based on educational needs and attendance history.

### **Excused Absences:**

- Parents should contact the school in advance whenever possible.
- Assignments and exams may not always be available in advance; learners are responsible for completing missed work upon return.
- **Excused absences include:**

- Personal illness
- Death of a family member
- Scheduled doctor appointments
- Official school duty or community task
- Emergency family travel (case-by-case)
- Medical conditions

Official documentation (sick leave or medical note) should be sent to [absence@noya.sch.ae](mailto:absence@noya.sch.ae)

- **Planned absences of more than 5 days** requires principal approval via a signed letter or email, including reason, contact info and supporting documents and it should be handed to the school reception at least 2 weeks before.
- All requests are evaluated case-by-case; additional vacation time is generally not approved.

### **Unexcused Absence:**

- Only NBS can approve absences; parents/guardians cannot.
- Absences without an established reason are recorded in the school database and reported to ADEK.
- If no reason is provided within 1 hour of the school start time, the school will contact parents within 2 hours.

## **High Performance Learning**



- Once a reason is confirmed, an appropriate absence code is added to the student's record for monitoring.

### **Addressing prolonged absences:**

- **1 day absence without approved leave:** Social Worker contacts family.
- **3 days absence without approved leave:** Teacher contacts family and warning letter will be sent home.
- **1 week absence without approved leave:** Escalated as a child protection concern; student added to Learner Safety Watchlist; parents must sign acknowledgment of seriousness.
- If a student is absent for 5% of the school year, NBS may request guidance from ADEK regarding education or safety concerns.

### **5 Day Absence without Contact:**

When children are absent from school for 5 days or more without contact with the parents, the following procedure will be followed:

- Reception staff and teacher ensure records are checked.
- On the 5th day of absence without parent contact, Principal emails ADEK.
- School sends attendance letter and records it in the Safeguarding system.
- ADEK and Child Protection may contact the parents directly.

### **Sickness**

- Sick students should stay home until fit to return, preventing spread of disease.
- Parents must email the class teacher and school reception before 7:40 AM.
- Medical note required for illness **more than 1 day**.

## **High Performance Learning**



### When to keep your child at home:

#### **Fever**

Only return after being symptom-free. Keep the child at home if temperature is 38°C or higher without medication for at least 24 hours. Contact a doctor if needed.

#### **Gastric concerns, diarrhoea, nausea and vomiting**

Keep the child at home until symptom-free for at least 48 hours. Consult a doctor if the child's condition worsens or does not improve, as dehydration can occur quickly.

#### **Infectious illnesses (Health Authority directive)**

Contact the school nurse immediately for suspected or confirmed cases (e.g., measles, mumps, chickenpox, meningitis, scarlet fever) so the school can alert the community if needed.

#### **Broken bones and reduced mobility at school**

Notify the school nurse with a doctor's report; the nurse will determine if the student is ready to return.

- Physical Education: all students participate unless medically excused; a doctor's note is required. If a child is unwell for PE, they should not attend school.

### High Performance Learning

