

# Attendance Policy

Policy First Issued on	18/08/21
Policy Amended on	13/01/26
Lead Professional	Luke Jameson
Signature	<i>L Jameson</i>
Next Policy Review Date	07/07/26

## 1. Purpose

Regular attendance is the foundation for academic achievement, personal development, and future success. Muna British Academy is committed to ensuring that all students attend school regularly and punctually.

This policy is developed in line with the **ADEK Private Schools Policy Manual** and **Federal Law No. (3) of 2016 concerning compulsory education**.

## 2. Attendance Categories

- **Outstanding:** 98% and above
- **Very Good:** 96-97%
- **Good:** 94-95%
- **Acceptable:** 92-93%
- **Weak:** below 92%
- **Very Weak:** below 90%

### 3. Parent Responsibilities

Parents are responsible for:

- ✓ Ensuring their child attends school every day, on time.
- ✓ Notifying the school before 7:30 am if their child is absent.
- ✓ Providing medical certificates if absence exceeds one day.
- ✓ Avoiding non-essential absences during term time.
- ✓ Engaging in meetings to address concerns.

Parents have the right to:

- ✓ Be informed of their child's attendance record.
- ✓ Participate in Attendance Improvement Plans.
- ✓ Appeal decisions regarding attendance interventions.

### 4. Registration Procedures

- Morning register closes at 7:50 am.
- Students arriving after 7:50am are marked late.
- After 8:00 am, the register is closed, and late arrival is recorded.
- Afternoon registers are taken between 12:00-12:30 pm.

#### Distance Learning:

Students learning remotely must:

- ✓ Log in punctually each day.
- ✓ Be visible and engaged during lessons.
- ✓ Complete assigned tasks on time.

### 5. Lateness Escalation - per term

**3 late arrivals:** Email from Admin team - Appendix 1A

**6 late arrivals:** Letter from Year Group Leader - Appendix 1B

**9 late arrivals:** Meeting with Assistant Principal.

**12+ late arrivals:** Meeting with Principal and possible Attendance Improvement Plan.

### 6. End of the School Day

The end of the school day and collection time varies for students:

- 2.25pm - FS1 - Year 3 - collection time 2:25pm - 2:40pm
- 2.40pm - Year 4 - Year 7 - collection time 2:40pm - 2:50pm

If a child is collected after the collection time, they will be marked as a late pickup. Please see the process for late collections below - Section 8.

## 7. Early Departures

Early departure from the academy is not acceptable without a valid reason for safeguarding purposes. Parents are encouraged to try and make doctors' appointments etc. outside of school hours. Interrupting lessons is not only detrimental to the child's learning but that of the rest of the class too. If the child usually uses the bus service to go home, it is the parent's responsibility to contact the bus company to inform them they will not be using the service.

If a parent wishes to collect their child early, the following procedure will need to be followed:

- **Parents to email 24 hours in advance to [reception@almunaacademy.sch.ae](mailto:reception@almunaacademy.sch.ae) and the class teacher.**
- They need to inform of the date, time, and reason for early collection.
- The class teacher will ensure the child is ready in reception for this time.
- Admin will record any early collections.

If a parent comes to collect a child without emailing, they will be asked to fill out a form which will be taken to the appropriate school leader to sign, and reception will collect the child from class (Appendix 2B).

### Repeated Early Departures:

- **3 times in a term:** Email reminder - Appendix 2C
- **6 times:** Formal letter - Appendix 2D
- **9 times:** Meeting and support plan.

## 8. Late Collection

- If a child is collected after 2:40pm (lower school) or 2:50pm (upper school), it is recorded on the late collection form.
- **3 times in a term:** An email will be sent to the parents by the class teacher - Appendix 3B.
- **6 times in a term:** An email will be sent to the parents by the Head of Year - Appendix 3C.
- **More than 6 times a term:** A meeting will be arranged between the parents and the Head of Year, with a possible support plan put in place.
- **For ECAs:** When a child is collected 10 minutes late following an ECA, the ECA teacher will either speak with the parents or send an email if the child is not collected by a parent - Appendix 3D.
- **3 late collections from ECAs** could result in withdrawal from the activity - Appendix 3E.

## 9. Planned Absence

Absences for reasons other than illness require pre-approval. Approved reasons may include:

- ✓ Serious medical treatment.
- ✓ Family emergencies.
- ✓ Recognised religious observance.

**Unapproved holidays will not be authorised.**

## 10. Illness

Parents must notify school daily if a child is unwell.

- For the first 3 days of an illness absence, parents can submit a written sick note themselves.
- However, any illness absence **longer than three days requires a DOH sick leave certificate**. If this is not provided, the absence will be marked as unauthorised.
- Infectious illnesses (e.g., Covid) must be reported immediately.

## 11. Monitoring and Intervention

The class teacher will monitor daily attendance and alert the Year Group Leader if attendance becomes a cause for concern.

### 98%+

Excellent attendance - meeting school expectations.

### 97%

Email 1- Admin team will email on behalf of Class teacher to parents if pattern of absence is occurring and recorded on CPOMS. (Appendix 5A)

### 95%

Email 2 sent by the Class Teacher/Head of Year and a meeting requested with the family and class teacher to discuss attendance.

### 94%

Meeting with Phase Leader and class teacher and recorded on CPOMS. Phase Leader to organise the meeting and a support plan could be put into place.

### 92%

Meeting with Assistant Principal and class teacher. Meeting arranged for an Attendance Plan to be agreed and signed by students and parents. If the Attendance plan is not followed, and attendance does not improve, the case will be submitted to ADEK, and student places may be withdrawn.

### Absence thresholds requiring ADEK reporting:

- Below **85%** attendance without justification.
- 20 consecutive school days absent without explanation.

The Admin team will monitor unauthorised absence percentages weekly and flag any unauthorised attendance and cumulative attendance to the appropriate Year Group Leader and Phase Leader. Attendance will be reported to parents recorded on children's school reports. In addition to this, an attendance dashboard is accessible to parents on the Parent App. If punctuality does not improve,

the Principal may, in consultation with ADEK, ask the parent to remove their child from the school roll or they will not be put through for reenrolment.

On a day when a child is absent without a prior reason, the attendance officer will contact parents by phone within 2 hours of the register closing. If there is no answer, the attendance officer will call again later before sending an email if there is no initial contact with the parents. The attendance officer will continue to follow up with parents to ascertain why an absence has been taken.

## 12. Non-participation PE and Swimming letters

PE and swimming are important subjects. Parents are asked to supply a letter from a medical practitioner explaining the reason a child cannot participate to the nurse - [nurse@almunaacademy.sch.ae](mailto:nurse@almunaacademy.sch.ae) - and to Adam Ferris, the Head of PE - [aferris@almunaacademy.sch.ae](mailto:aferris@almunaacademy.sch.ae). The nurse and Mr Ferris will communicate this with the class teacher and the swimming/PE teacher. If this is an on-going problem, a care plan must be written with the parent and school nurse.

## 13. Rewards

Attendance is celebrated through:

- ✓ Termly certificates for 100% attendance.
- ✓ End-of-year recognition for outstanding attendance.
- ✓ Weekly class attendance awards.

## 14. Confidentiality and Data Protection

Attendance data is confidential and will be shared only with:

- Parents/carers.
- ADEK (if required).
- Relevant school staff.

## 15. Review

This policy will be reviewed annually or earlier if ADEK regulations change.

**Appendix 1A - Late arrival email from Admin Team to parents**

Dear **Parent name**,

We have noticed that **Child's name** has been late for school 3 days this half term.

Please may we remind you that the school gates open at **7:20am** with the National Anthem at **7.45am**. Your child must be present for registration by **7.45am**. If they are not, then they are deemed late and must sign in at the main reception and collect a late registration pass.

When children arrive late, they miss valuable learning time and key instructions at the beginning of the day. Also, it may make them feel uncomfortable entering the classroom when lessons have begun.

We hope that you will support us in addressing late arrivals. If you have any questions or queries, please do not hesitate to contact us.

Yours sincerely,

**Muna British Academy Attendance and Administration Staff.**

Appendix 1B - Late arrival letter from head of Year

PARENT COMMUNICATION

Date: 01/09/25

Subject: Late arrival

Dear Parents,

We have noticed that [REDACTED] has been late for school 6 days this term. When pupils arrive late, they miss out on essential instructions given at the beginning of the lesson. This can significantly reduce achievement, regardless of academic ability.

Your child may also feel uncomfortable arriving to the classroom when everyone else is settled. Furthermore, when one pupil arrives late, it often disrupts the entire class and the teacher.

Please may we remind you that the school gates open at **7:20am** with the National Anthem at 7:45am. **Your child must be present for registration by 7:45am.** If they are not, then they are deemed late and must sign in at the main reception and collect a late registration pass.

We hope that you will support us in addressing late arrivals.

Many thanks for your cooperation.

Yours sincerely,

XXXXXX

Year Group Leader

What impact does arriving late have on your child's learning?	
Minutes late per day	Equivalent of missing
5 Minutes	3.4 school days a year
10 Minutes	6.9 school days a year
15 Minutes	10.3 school days a year
20 Minutes	13.8 school days a year
30 Minutes	20.7 school days a year

Appendix 2B - Early collection form

Child's Name:
Year and class:
Date:
Time:
Reason for early collection in detail:
I understand that removing my child early from school may impact their progress and learning. Parent Signature:
Supporting documents (medical certificate, official documents etc.) Provided <input type="checkbox"/> Not provided <input type="checkbox"/>
To be completed by SLT: Approved <input type="checkbox"/> Not approved <input type="checkbox"/> SLT Signature:



**Appendix 2C: Early collection email from admin team to parents**

Dear **Parent name**,

We have noticed that **Child's name** has been collected early 3 times this term.

We understand that children may need to be collected early on occasion in case of emergency or exceptional circumstance. However, please may we remind you regularly collecting your child early from school negatively impacts their progress and learning.

We hope that you will support us in this.

Yours sincerely,

**Muna British Academy Attendance and Administration Staff.**

**Appendix 2D: Early collection email from Head of Year to parents**

**PARENT COMMUNICATION**

Date: DD/MM/YYYY

Subject: Early Collection (Appendix 2D)

Dear Parent name,

It has been brought to my attention that Child's name has been collected early 6 times this term.

We understand that children may need to be collected early on occasion in case of emergency or exceptional circumstance. However, please may we remind you regularly collecting your child early from school negatively impacts their progress and learning. It also disrupts lessons and continuity of instruction.

We hope that you will support us in ensuring your child remains at school, where possible, for the duration of the school day.

**What impact does early collection have on your child's learning?**

Leaving early by	Equivalent of missing
5 Minutes	3.4 school days a year
10 Minutes	6.9 school days a year
15 Minutes	10.3 school days a year
20 Minutes	13.8 school days a year
30 Minutes	20.7 school days a year

Yours sincerely,

XXXXXX

Year Group Leader

ولي الأمر أسم ولي الأمر

لقد لاحظنا أن اسم الطفل قد تم اصطحابه من المدرسة في وقت مبكر 6 أيام خلال هذا الفصل الدراسي.

نحن نقدر أن الأطفال في حاجة إلى مغادرة المدرسة مبكراً في حالة الطوارئ أو الظروف الاستثنائية. ومع ذلك ، نود تذكيركم بأن اصطحاب أطفالكم مبكراً من المدرسة بشكل مستمرة سيؤثر سلبياً على تقدمه ومستواه التعليمي. كما أنه سيعطل عملية التعليم خلال الفصل واستمرارية شرح الدرس.

نرجو منكم التعاون معنا بتواجد أطفالكم في المدرسة طوال اليوم الدراسي، حيثما أمكن.

**ما هو تأثير وصول الطالب متأخر على تعليمه؟**

دقائق التأخير باليوم	ما يعادل
5 دقائق	3.4 يوم دراسي في السنة
10 دقائق	6.9 يوم دراسي في السنة
15 دقيقة	10.3 يوم دراسي في السنة
20 دقيقة	13.8 يوم دراسي في السنة
30 دقيقة	20.7 يوم دراسي في السنة

نشكر لكم حسن تعاونكم معنا...  
وتفضلو بقبول وافر الاحترام والتقدير

Dear Parent Name,

Child's Name has been collected late from school 3 times this term.

Please may we remind you that the school day finishes at 2.10pm for Nursery and FS2 children and 2.20pm for Years 1 to 6.

We understand that sometimes situations out of your control can lead to a late collection.

If you know that you are going to be late to collect your child, we ask that you contact the school to inform us on 025014777 or email [reception@almunaacademy.sch.ae](mailto:reception@almunaacademy.sch.ae).

Kind regards,

XXXXX

Class Teacher

PARENT COMMUNICATION

Date: DD/MM/YYYY

Subject: Late collection (Appendix 3C)

Dear Parent Name,

It has been brought to my attention that Child's Name has been collected late from school 6 times this term. Please may we remind you that the school day finishes at 2.10pm for Nursery and FS2 children, 2.20pm for Years 1 to 6.

Each day, your child should be collected at the correct time. It is imperative that children are collected from school on time each day. Persistent late collection results in the following:

- Late collection causes anxiety and sadness for children of all ages.
- School day timings are calculated carefully based on the age of each year group. Late pick-ups mean that children are in school for longer than we would recommend, and this can have a negative impact on their general well-being.
- We currently have a slightly staggered end of day timings to allow children to exit the school safely. Parents arriving outside of their child's allocated pick up times risk causing congestion around the school.
- Staff often have important meetings and training to attend immediately after the school day finishes.

Supervising children that have not been collected on time means that they could miss vital school training and updates that are put in place to enhance your child's education.

Although prompt collection is always very important, it is even more so in the current climate where our usual routines have had to change in order to keep our children safe and healthy. Persistent late collection that infringes upon our current procedures has the potential to put your child and the rest of the school community at risk. As such, late pickups are being monitored carefully and persistent lateness puts your child's place at school at risk.

We do of course understand that every now and again a genuine emergency may result in an issue around pick up time, if this is the case, please let your class teacher know as soon as possible. We thank you in advance for your support in this matter.

Yours sincerely,

XXXXXX

Year Group Leader

Appendix 3D: ECA late collection from ECA teacher to parents

Dear Parent Name,

Please note that Child's Name has been collected late from Name of Club today.

Please may we remind you that extra-curricular activities end at 3.15 for all students, unless otherwise stated.

If your child is collected late from ECAs 3 times, they will no longer be able to attend this club.  
We understand that sometimes situations out of your control can lead to a late collection.

If you know that you are going to be late to collect your child, we ask that you contact the school to inform us on 02 501 4777.

Yours sincerely,

ECA teacher

PARENT COMMUNICATION

Date: DD/MM/YYYY

Subject: Late collection (Appendix 3E)

<p>Dear Parent Name,</p> <p>It has been brought to my attention that Child's Name has been collected late from Club name 3 times this term.</p> <p>As a result, your child will no longer be able to attend this club.</p> <p>Yours sincerely,</p> <p>Mr Liam Monahan Head of ECAs</p>	<p>ولي الأمر أسم ولي الأمر</p> <p>لقد لاحظنا في الأونة الأخيرة بأن اسم الطالب تم اصطحابه في وقت متأخر من انتهاء النشاط المدرسي/النادي 3 مرات خلال هذا الفصل الدراسي.</p> <p>يرجى العلم بأنه نتيجة لذلك، لن يكون طفلك قادراً على حضور هذا النشاط/النادي.</p> <p>شكراً لحسن تعاونكم</p> <p>الأستاذ ليام مونهان مسؤول قسم الأنشطة اللاصفية</p>
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## Appendix 4A - APPLICATION FOR EXTENDED LEAVE OF ABSENCE FOR A CHILD

### Important Information for Parents

- Planned absence during term time is actively discouraged by the Academy due to the impact on a student's academic progress.
- Requests for leave of absence should be sent to the school no less than 1 week prior to the leave.
- Any requests for extended leave, i.e. more than 5 school days, will result in a meeting with a senior member of staff to look at options for ensuring continuity of education.
- This form **MUST** be completed by the parent before requests will be considered.

Name of student: \_\_\_\_\_ Year & Class: \_\_\_\_\_

Dates of Proposed Absence: From: \_\_\_\_\_ To: \_\_\_\_\_

Please confirm the reason for proposed absence in the below box

Total days requested on this occasion: \_\_\_\_\_ days.

Total days taken previously this academic year: \_\_\_\_\_ days.

What steps have you taken to minimise the impact of the leave on your child's learning?

1. I confirm that the information on this form is true.
2. I understand that this leave may have a negative impact on my child's academic achievement and that it is my child's responsibility to work with the teacher to complete necessary classwork.
3. I agree to keep the school informed of any changes to my travel arrangements or if my child is unable to return to school on to due date.
4. I am aware that if my child does not return to school by the date provided, they may risk losing their place at this school.

Signature of parent: \_\_\_\_\_ Date: \_\_\_\_\_

### **FOR SCHOOL USE ONLY** Attendance Record:

Authorised Absence:      Late:      Present:      Unauthorised Absence:

Meeting held with parent: Yes / No

Authorised Yes / No

Signature: ..... Date: .....

Appendix 5A - Regular absence from class teacher to parents

PARENT COMMUNICATION

Date: 27.01.2025

Subject: Absence letter

Dear parents,

It has been noted that **Child's name** has been absent from school for **at least 5 days this half term**. As a result, **their attendance has fallen below 90% for this half term**. This is considerably lower than our target of 98%.

When pupils are absent, they miss out on essential learning and this can significantly reduce achievement, regardless of academic ability. Repeated absence and tardiness create a barrier to your child's ability to reach their full academic potential. Students who are absent or tardy miss valuable instructional time, and are less likely to master those skills, concepts, and principles needed for success. This will also affect their social and emotional wellbeing as they will miss important social situations in school.

If your child's absence from school continues, then your child's case will be referred to your child's Head of Year for review and a meeting with yourselves will need to take place.

*If the absence information shown above is consistent with your records, and you have already provided appropriate documentation for the days missed, then you do not need to do anything further at this time. We appreciate your cooperation in staying up to date with your documentation.*

*If you feel that this information is correct, but you have not provided documentation, please do so immediately.*

*If you feel that the information is incorrect, please contact us as soon as possible to confirm the correct information.*

Thank you for your cooperation in this matter.

We hope that you will support us in addressing our concerns over **Child's name** absences. **If there is any way we can help, please contact myself, the Head of Year, Ms Moran, our School Counsellor or Mr Jameson, our assistant principal for pastoral.** We are more than happy to help support you in any way we can to improve attendance.

Warm regards,

Muna British Academy Attendance Team and XXXXXXXXXX - **Class Teacher**