

POLICY	Owner	Principal
STUDENT ATTENDANCE AND PUNCTUALITY	ID (Version)	DU/4.2.1. (v5)
	Published	17-February-2025
	Valid Until	17-February-2027

POLICY STATEMENT

Arbor School has high expectations of attendance for all students. Research identifies that effective learning, high achievement, and positive behaviour outcomes are both linked to regular, timely attendance. Arbor also acknowledges that there may be unavoidable circumstances which could cause a student to be absent or tardy. A partnership between schools and families to ensure all parties are aware of standards, expectations and challenges is a critical part of ensuring that all students are present regularly to optimise learning.

APPLICATION

1. BELIEFS

- Excellent attendance at school is linked to high academic attainment at all stages, as well as positive behavioural outcomes.
- Poor attendance and punctuality disproportionality affects vulnerable students and therefore is of heightened importance for schools to monitor and intervene when necessary.
- Parents and guardians are responsible for ensuring that their children come to school ready to learn, on time and regularly,
- For optimal learning to occur, students should be in a prime state of learning readiness. Such readiness includes the minimisation of risk of harm to physical, social and emotional wellbeing.
- Children who arrive late may negatively impact upon the learning of others therefore it is the families and students to attend school punctually.
- A partnership between the school and its community supports high levels of attendance and punctuality for all students through regular communication and shared values.

2. STANDARDS

- The principal and or Head of Schools are responsible for authorising absence in the school, and accountable for reporting attendance information or concerns to the Arbor Executive Board (“the Board”) and / or the KHDA as required.
- The Head of Secondary and Head of Primary School will determine the age-appropriate procedures to establish routines for students that may be absent or arrive late including entry procedures, administrative records and sanctions.
- Students are expected to attend school regularly. Provision of an explanation for an absence does not oblige the school to accept it. Absence will only be authorised if the student is absent with permission from the principal and or Head of Schools.
- The school will, under the supervision of Heads of School, ensure that students’ attendance is closely monitored.
- Concerns will be reported on a regular basis to the Head of Schools; and further appropriate actions will be taken to reduce absenteeism and tardiness.
- The School Clinic is responsible for following up and monitoring the attendance of students with medical issues after three days of absence. This should include maintaining records of medical certificates and reporting back to Heads of School and others key stakeholders, as appropriate.

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- Absence **may be** authorised for reasons including, but not limited to, the following:
 - **Illness:** from the third day of medical absence, parents should submit, by email to the school’s Reception, supporting medical documentation, which will then be shared with the School Clinic for their review and follow-up as appropriate.
 - **Religious Observance:** the school respects all parties’ rights to observe and celebrate religious occasions and follows Knowledge and Human Development Authority (“KHDA”) guidance with respect to appropriately registering such absences.
 - **Family bereavement or wedding.**
 - **Holiday or other family leave:** parents are encouraged not to take family holiday during term time as this will be regarded as an unauthorised absence
 - **Educational activity or visit.**
 - **Sports activity.**
 - **Medical Appointments:** parents are encouraged to make medical appointments out of school hours. Where this is not possible, the student should only be out of school for the minimum amount of time necessary for the appointment.

GUIDELINES

- The principal and or Head of Schools may modify school timings to meet the needs of students or events. This will be announced to parents through any suitable means of communication (e.g. school newsletters, email or the school’s parent portal).
- When Students of Determination are on a part-time schedule or outreach placement, attendance targets will be set with the KHDA’s guidance.
- Teachers are responsible for completing attendance registers using the school’s student management system and sharing any relevant attendance-related information with the school’s Reception and line managers.
- The Parent Relations team will act as the school’s attendance officers. They are responsible for monitoring and responding to student absences without notification, tardiness and early leave by following up daily with parents; updating the attendance module on the school’s student management system; requesting early leave approvals to the relevant Head of School; liaising with Teachers, the School Clinic and other stakeholders, as appropriate; drafting reports with relevant information for review by the Heads of School; participating in attendance meetings; and ensuring records are kept safely.

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RELATED DOCUMENTS

Document Title	ID / Reference No.
Primary Parent Handbooks	
Secondary Parent Handbooks	
Medical Care Policy	DU/2.2.2

ABBREVIATIONS AND DEFINITIONS

Abbreviation / Term	Description / Definition
AEB	Arbor Executive Board
KHDA	Knowledge and Human Development Authority