

POLICY STUDENT ATTENDANCE AND PUNCTUALITY	Owner	Principal
	ID (Version)	DU/4.2.1. (v7)
	Published	20 October 2026
	Valid Until	31 October 2028

POLICY STATEMENT

Purpose

This document establishes the principles, standards, responsibilities and procedures for monitoring, supporting and improving student attendance and punctuality.

Scope

This document applies to all students, their parents/guardians, and all staff involved in recording, monitoring, authorising or responding to student attendance and absence.

APPLICATION

General Principles

- Arbor School has high expectations of attendance for all students. Excellent attendance at school is linked to high academic attainment at all stages, as well as positive behavioural outcomes. **Students are expected attend school regularly and to maintain 96% attendance or above.** When Students of Determination are on a part-time schedule or outreach placement, attendance targets are set with the KHDA's guidance.
- Parents are responsible for ensuring that their children come to school regularly, on time and ready to learn. The school acknowledges that there may be unavoidable circumstances which could cause a student to be absent or tardy. However, provision of an explanation for an absence does not oblige the school to accept it. Absences are only authorised with permission from the relevant Head of Schools or their deputies.
- Absence **may be** authorised for reasons including, but not limited to, the following:
 - Illness: from the third day of medical absence, parents should submit supporting medical documentation. The School Clinic is responsible for following up and monitoring the attendance of students with medical issues after three days of absence and reporting back to Heads of School and others key stakeholders, 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 should be made 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.

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- School monitors attendance closely and review concerns regularly. It takes a proactive, supportive approach where concerns arise, including early communication with families, formal monitoring, and targeted intervention strategies to address barriers to attendance. A partnership between the school and its community supports high levels of attendance and punctuality for all students through regular communication and shared values.
- Where attendance remains persistently below expected levels, and there is insufficient improvement despite sustained intervention, this may impact a student's ability to meet progression requirements. In such cases, the school reserves the right to review decisions relating to promotion, retention, or re-enrolment, in line with the Parent–School Contract and, where required, in consultation with KHDA.

Governance and Accountability

- The relevant Head of Schools or their deputies are responsible for establishing age-appropriate procedures for managing absence and lateness and ensuring that attendance is monitored effectively. Poor attendance and punctuality disproportionality affects vulnerable students and therefore is of heightened importance for the school to monitor and intervene when necessary. Attendance information and significant concerns are reported to the Principal, the Arbor Executive Board (“the Board”) and/or KHDA, as required.
- Registers are completed by the tutors on school management systems. School's attendance officers are responsible for monitoring and responding to student absences without notification; updating school's student management system; liaising with other stakeholders, as appropriate and preparing reports with relevant information for school leadership

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