



Attendance and Punctuality Policy

July 2025

Introduction

This Attendance and Punctuality policy is to ensure that there is an efficient system, known to all, for ensuring that pupils attend the College on time, on a daily basis. It will also establish that and in the case of lateness, pupils leaving early and non-attendance there is a reason known to the College.

At the beginning of each academic year, the College shall develop, implement, monitor, and regularly review and communicate our Attendance and Punctuality Policy to parents and publish it on our website.

Purpose

The aim of this policy is to ensure all pupils, College staff, Parents and Guardians understand the importance of regular attendance and the procedures for reporting any absence.

- Ensure that College deals firmly and effectively with concerns related to student absence and punctuality.
- Outline exceptional circumstances under which pupils may not be promoted or accelerated beyond their age-appropriate year
- To promote positive attitudes towards attendance from pupils and parents
- To provide a learning environment which encourages all our pupils to attend regularly and punctuality, enjoy their learning and achieve their full potential
- To achieve 98% + attendance for the school each academic year
- To minimise persistent absence, days taken as holiday and other unauthorised absences
- To minimise incidents of lateness.

Brighton College Al Ain actively promotes and encourages 100% attendance of all pupils. Our aim is to ensure that pupils arrive at the College and to lessons on time.

The target for all pupils is to achieve 100% attendance and 100% punctuality. The minimum expectation for all pupils is attendance over the academic year of 98%.

- Outstanding: 98% and above
- Good: 96%
- Acceptable: 92%
- Unacceptable: below 92%

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Definitions

Absence	The state of not being physically present in class/at school.
Academic Year	The period of the year during which pupils attend school, as defined by ADEK.
Attendance	The state of being physically present in class or at school. The attendance rate is recorded as the proportion of whole school days attended relative to the total number of school days as per the approved school calendar.
Documented Learning Plan (DLP)	A plan which outlines any personalised learning targets, modifications to curriculum, additional support, or tools for learning which are agreed by school staff, parents, and pupils (where appropriate), including Individual Educational Plans (IEP), Individual Support Plans (ISP), Individual Learning Plans (ILP), Behaviour Support Plans (BSP), Advanced Learning Plans (ALP), etc. This may be to address any specific identified academic, behavioural, language, or social and emotional need
Educational Risk	The decreased probability of pupil continuity, promotion, or graduation, or continuation to postsecondary education or other career pathways. Education risk stems from factors such as habitual absenteeism, disruptive behaviour, serious health issues, low achievement, disciplinary problems, prior grade retention, or other learning-related factors that could adversely affect the educational performance and attainment of some pupils.
Examination Leave	A period of absence authorised by the school for pupils to attend external examinations.
Lateness	Arrival later than the specified time for class.
Parent	The person legally liable for a child or entrusted with their care, defined as the custodian of the child as per the Federal Decree Law No. 3 of 2016 Concerning Child Rights.
Present	The state of being physically available in class/at school.
Promotion	The sequential movement of a pupil from one grade/year to the next at the end of an academic year
Punctuality	Arrival on time for school/class.
Study Leave	A period of absence that is authorised by the school for pupils to study for examinations.
UAE General Education Certificate (Shahadat AlThanawiya Al-Amma)	UAE's general secondary education lasts 3 years, covering years 10, 11 and 12. It is comprised of a common year 1 and then pursued by a specialisation in Science or Arts. Upon the completion of the 12th year, pupils are required to sit the examination in order to qualify for a general education certificate.

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Policy

1. Attendance and Punctuality Procedures

1.1 Start of the school day Attendance

Start of the school day	
Foundation and Junior	Senior
All Junior pupils are required to be in school from 7.30am.	All Senior pupils are required to be in school from 7.30am.
Morning activities are from 7.30am - 7.50am.	Between 7.30am - 7.50am the Senior pupils will take part in important tutor group activities.
At 7.50am the register is taken by the class teacher.	At 7.30am the register is taken by the tutor.
Pupils who arrive after 7.50am are marked late.	Any pupils who arrive after 7.30am will be marked as late.
The Foundation Stage are required to be registered before 7.50 am, anyone after this time will be marked as late.	Any pupils who arrive after 7.50am must sign in late at the main reception , where they will be given a late slip.
They are allowed to enter the FS entrance from 7.30am.	This slip must be presented to the class teacher for their lesson.
After 8.00am the Admin team will contact parents via phone call for any unexplained absences.	

Each day our Administration team will contact the parents of all absent pupils within 2 hours of the registers closing.

The outcomes of these conversations are logged on our monitoring systems and pupils will be allocated as either an authorised or unauthorised absence. Supporting documentation must be presented for an authorised absence and this will be stored on the pupil file in iSAMs.

As per ADEK guidelines the College shall authorise the following types of absences, provided they **are supported by a signed letter from parents or official documents from appropriate authorities – failure to provide the necessary documentation will result in a non-authorised absence:**

- Illness
- Death of a first- or second-degree relative.
- Medical appointment scheduled prior to the absence.
- Official community task.
- Mandatory appearance before an official body.
- Essential urgent family travel for matters such as medical care, escort leave, or a death in the family.
- Attendance of conferences, competitions, and events, with the permission of the Principal (e.g., Model United Nations, sports events, Olympiads).
- Work in the entertainment industry
- Observation of religious holidays that are not defined as public holidays in the UAE.
- Examination leave (for board and pre-collegiate examinations only, when approved by ADEK).
- Study leave (up to 4 weeks annually for board and pre-collegiate examinations only, when approved by ADEK).
- Leave for medical or therapeutic reasons for students with additional learning needs.
- Government-approved school closures due to extreme weather conditions.

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Where an absence is authorised, the College shall inform the student of work to be caught up and shall allow the pupil to complete any assignments or tests that they have missed.

Unauthorised Absence

The following types of absences are to be regarded as unauthorised:

- Shopping trips.
- Unnecessary travel.
- Other types of absences not included in the authorised absences list.

Any requests for prolonged authorised absence must be made in writing and in advance to the appropriate Head of School.

- Parents shall submit a parent-written sick note (daily) if their child is absent up to 3 consecutive days, or the absence will be recorded as an unauthorised absence.
- Parents shall submit a sick leave certificate from a DOH licensed physician on the fourth consecutive day (including weekends), or the absence will be recorded as an unauthorised absence.
- The College will authorise a maximum of 12 annual school days of student absence due to medical reasons without requiring a sick leave certificate from a DOH licensed physician.
- For students with chronic medical conditions who may require more than 12 school days of student absence, parents shall submit medical reports from a DOH licensed physician or a relevant health authority. The College will consider each case on an individual basis.

Every day throughout the academic year is a day of learning. Our curriculum and productive lessons take place from the first day of an academic term, until the last. Pupils who miss either the beginning or end of terms due to unnecessary travel (not listed in the ADEK authorised absence list) will be logged as unauthorised absence. Pupils who miss this time will be missing curriculum content and learning that can have a detrimental impact on their progress.

Pupils are considered to be truant if they are absent from School without their Parents'/Guardians' knowledge or consent, or if Parents'/Guardians have colluded with the pupil so that they are absent without authorisation.

Truancy is an unauthorised absence, and College must immediately inform the pupil's Parents'/Guardians of incidents of truancy and shall hold discussions with them and the pupil and closely monitor the pupil's attendance. If an absence is authorised, the pupil has the right to make up the work and tests that were missed.

All attendance is recorded daily on the ADEK Esis system.

1.2 Ensuring Attendance Compliance

The College outlines below the procedures via which attendance compliance is ensured, including:

- a. Recording attendance.
- b. Managing absences in accordance with the guidelines issued by the ADEK Student Happiness Committee.
- c. Recognising excellent or improved student attendance.
- d. Reporting attendance to ADEK daily on eSIS.
- e. Safeguarding against travel-related absences during periods before school breaks by verifying that lesson plans enable positive engagement in productive learning throughout the academic year (e.g., lesson plans are not designed to be "light" in the last week before the end of the term in anticipation of student absences).
- f. Communicating and working effectively with parents, students, and school staff about the importance of good attendance, the rules of attendance, and the consequences of poor attendance.

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1.3 Monitoring and interventions

As per ADEK guidelines the College will identify pupils in year 2 and above with absence rates (including authorised and unauthorised absences) above 5% (based on total calendar school days). These pupils will be identified as a “cause for concern” and potentially at Educational Risk.

For FS and Year 1, schools shall identify a pupil's overall absence rates (including authorised and unauthorised absences) above 10% of the total calendar days outlined by ADEK (182), as a “cause for concern” and potentially at Educational Risk.

The College is authorised to further escalate, in line with the ADEK Educational Risk Policy and/or the [ADEK Student Protection Policy](#), if applicable.

Persistent absences (in line with ADEK guidelines) will have an impact on pupil learning. Where a pupil is deemed at Educational Risk, there is the possibility that the pupil will not be promoted into the next academic year.

Outlined below are the stages that the College will follow:

Monitoring and intervention procedures			
	(FS1, FS2)		Year 1 and above
	The class teacher will monitor daily attendance and alert the Head of Year if attendance becomes a cause for concern.		The class teacher / form tutor will monitor daily attendance and alert the HOY/ HMM if attendance becomes a concern
18 days absence.	Letter 1 to be sent to parents by Head of Year outlining concerns and to request a meeting to discuss. Recorded on iSAMs and letter uploaded.	9 days absence.	Letter 1 to be sent to parents by the House Mistress / Master /HOY outlining concerns and to request a meeting to discuss. Recorded on iSAMs and letter uploaded.
	Reasons for the pupil absence will be discussed during the meeting and targets will be set that will be monitored by the Head of Year. Parents will be informed that their child may be at Educational Risk.		Reasons for the pupil absence will be discussed during the meeting and targets will be set that will be monitored by the HOY/ HMM. Parents will be informed that their child may be at Educational Risk.
88% 22 days	Letter 2 sent by Deputy Head Pastoral. Meeting arranged with DH pastoral. A pupil Individual Learning Plan will be created with a focus on attendance. The plan will be agreed by both the College and parents and monitored by the pastoral team	92% 15 days	Letter 2 sent by Deputy Head Pastoral. Meeting arranged with DH pastoral. A pupil Individual Learning Plan will be created with a focus on attendance. The plan will be agreed by both the College and parents and monitored by the pastoral team
<p>If attendance drops below 20 days (Yr1 upwards) or 85% (27 days) (FS1 – Yr1) then a letter will be issued by the Head of Junior/Secondary requesting a meeting to discuss.</p> <p>If attendance does not improve, the Head Master may, in consultation with ADEK, ask the parent to remove their child from the school roll.</p>			

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Attendance below 90% / 88% (PA) has serious implications on the pupil's progress and achievement.

In line with ADEK recommendations, the school will work with the pupil and parent through an individual intervention support programme with agreed targets.

1.4 Support

The College aims to work collaboratively with all of our families in order to support them and their child/children to achieve and maintain excellent attendance. Below are examples of how the College may support / encourage and work with pupils and families.

- Reward and celebrate excellent and improved attendance and punctuality through certificates, assemblies and bespoke House rewards.
- Communicate with pupils and parents at regular intervals the importance of good attendance, as well as the impact of absence and the potential consequences.
- Notify parents when attendance drops to the ADEK cause for concern level and involve them in the planning of support and intervention measures.
- Where a pupil is identified as being at Educational Risk due to attendance issues the College will implement a Documented Learning which will outline any personalised targets, modifications to curriculum, additional support, or tools for learning which are agreed by school staff, parents, and pupils (where appropriate).

1.5 Punctuality

All pupils are expected to be on time for morning registration and for all lessons.

In the Junior School, all pupils who arrive at their classroom after 7.50am will be marked as late. Pupils will sign in at the Junior School reception and will receive a late pass to be handed to their class teacher. The main registers will be updated by the Junior School receptionist.

In the Senior School, all pupils who arrive at their tutor room after 7.30am will be marked as late by their tutor. Morning registers will close at 7.50am. Any senior pupils who arrive after 7.50am MUST sign in late at the College main reception and will receive a late pass. This should be handed to their class teacher when they go to lesson.

The late register will be communicated to our attendance admin, who will update registers accordingly.

The College will excuse pupils who are late in the morning in the case of adverse weather conditions, or any other exceptional reason deemed appropriate by the College administration.

Changes to drop off and collection.

- Early pick up from the College is not acceptable without a valid reason for safeguarding purposes.
- Parents are strongly encouraged to make medical appointments outside of College hours. Where this is not possible, a medical note / appointment letter must be provided in order for it to be classed as an authorised absence.
- Parents must notify the College personally about changes to collection arrangements. This should be in writing, via email or letter, a day in advance.

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- Bus pupils are not allowed to switch buses on any day. Bus pupils may switch from bus to car if the College is notified in advance, as above.
- Parents do not receive a refund if the pupil does not use a bus that they have paid for.
- Parents are expected to make arrangements with the Bus Company if they intend to make changes, it is not the responsibility of the College.
- If a parent decides to collect a child from school, then they must contact the bus company and the College so that the bus attendants do not collect the child and put them on the bus.
- The College has authority and autonomy to deal with frequent lateness on a case by case basis.

Approved by

Policy to be reviewed and checked annually by the Head Master.

On behalf of the College Oliver Bromley-Hall -Headmaster

On behalf of the Board of Governors Craig Lamshed

Change History Record

Version No.	Description of Change	Owner	Date of Issue
1.0	Policy update to new template and new ADEK guidelines	Victoria Shillingford	August 2024
2.0	Altered absence concerns to include total absences as per updated policy	Victoria Shillingford	June 2025

Related Policies

Code of Conduct, Safeguarding and Child Protection Policy, At Educational Risk Policy, Behaviour Policy

Brighton College Al Ain's Policies and Guidelines

Brighton College Al Ain policies have been developed by the College Leadership Team (CLT) with input and guidance from the Brighton College network, including Brighton College UK.

Policies reflect current best practice. At the time of writing, policies aligned with the following:

- ADEK Guidance and Guidelines for Private Schools

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- MOE United Arab Emirates School Inspection Framework
- DSIB School Inspection Supplement
- The College's Development Plan written for ADEK approval
- Standards for British Schools Overseas (DfE)
- COBIS / BSO Accreditation and Compliance
- Bloom Education and Bloom Holding policies where applicable.

Should any regulations change or develop further, the policies will be reviewed to ensure continued alignment.

Policy Structure

Policies will show the date of writing and reviews on them. Version control will also be in place. Should there be an error or inaccurate fact in any policy, a CLT member should be notified.

“Why Every Day at School Counts”
Attendance Rules & What Parents Need to Know.
Student Administrative Affairs Policy in full effect this AY 2025/26

01 The 5% & 10% Absenteeism Rule
Applies on combined excused & unexcused absences

- Kindergarten**
If a student misses more than **10% (10 days)**, it is flagged
- Grades 1-12**
If a student misses more than **5% (9 days)**, it is a concern

02 Excused Absences

- ✓ Illness
- ✓ Emergency medical appointments
- ✓ Family Loss (1st or 2nd degree relative)
- ✓ Official duties
- ✓ Competitions/events
- ✓ Government public holidays
- ✓ Study/exam leave (with ADEK approval)
- ✓ Government-mandated closures

Unexcused Absences

- ✗ Family vacations during school days
- ✗ Staying home without notifying the school
- ✗ Non-emergency medical appointments
- ✗ Non-severe weather conditions

Lateness Adds Up
Schools will identify frequent lateness and take appropriate action at their discretion

03 Medical Absences

- Up to **3 consecutive days** (and a maximum of 12 days annually) → **Parent-written sick notes**
- Starting **4th sick day** → **DOH sick leave certificate**

Chronic Illness Absences
If a student exceeds 12 missed school days, parents must submit DOH medical reports

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