


STUDENT ATTENDANCE AND PUNCTUALITY POLICY		 SUNMARKE SCHOOL Where Amazing Happens™
Applicable to	<input checked="" type="checkbox"/> Schools <input type="checkbox"/> Nurseries	
Teams / Individuals	<input checked="" type="checkbox"/> Academic Staff <input checked="" type="checkbox"/> Administration Staff	
Publishing Channel	<input checked="" type="checkbox"/> Parents' VLE <input checked="" type="checkbox"/> Staff Dashboard <input checked="" type="checkbox"/> Website <input type="checkbox"/> Dept. Micro-site	
Linked Policies	Behaviour for Learning Policy Positive Education & Emotional Wellbeing Policy Health & Safety Policy Admissions & Fee Policy	
Linked Documents	Student Attendance and Punctuality Procedures Early Pick Up Form Leave of Absence Form	
Updated By	Latest Publish Date	Monitoring Cycle
Dr Neil Hopkin	August 25	Annual
Version No.	Amendments	
1.0	Terminology changed	
1.1	Logo Update	
1.2	Minor clarifications for Early Pick Up	
1.3	No changes	
1.4	Formatting	

POLICY BRIEF AND RATIONALE

Sunmarke School recognises the importance of the regular attendance of students. This policy aims to ensure the best possible student attendance and follow up procedures for student absence.

Students need to be in the classroom to benefit from the teacher's guidance and from interaction and exchange of ideas with peers. Regular absences affect the culture of the classroom, where the faculty seeks to build a community of learners.

A student's regular absences or tardiness can lead to incomplete and unsatisfactory work, a reduced capacity to meet curricular standards, and lower course grades. For this reason, we discourage parents from requesting a leave of absence for their child during the school day. We encourage parents to arrange for medical appointments etc. outside of usual school hours.

Parents/guardians are partners with the school and faculty in assuring that students have good attendance and arrive in class on time. Parents determine when an absence should be excused and should call in those absences prior to the absence.

The school keeps accurate records of student attendance and will communicate promptly and consistently with parents/guardians regarding attendance issues.

APPLICATION

The DSIB guidelines for attendance are as follows:

Attendance % (180 school days)	KHDA Guideline	Details
92%	Acceptable	This equates to no more than 13 days off school in the year
94%	Good	This equates to no more than 10 days off school in the year
96%	Very Good	This equates to no more than 7 days off school in the year
98%	Outstanding	This equates to no more than 3 days off school in the year

Students who have **20 consecutive days / 30 non-consecutive days** off school, will be referred to KHDA for non-promotion at the end of the school year across the Emirate of Dubai (as per the Parent Contract).

RELEVANT DEFINITIONS

Late Arrival:

Students who arrive in class after 7.45am are marked as Late - L by the Form/Class teacher or Attendance Officer.

Note: EYFS after 8am.

Ensure students arrive before 7:40am to be able to be in class by 7:45am.

Early Leave:

Should a student need to leave school before the end of the school day, parents should inform the school in advance via the VLE. If this is not possible, they should report to the school's Reception.

If Early Pickup is requested frequently, then the student attendance and consequences will be dealt with in accordance with our usual Attendance Policy.

Authorised Absence:

Authorised absence of one day for a legitimate reason like illness or family emergencies, if communicated by a parent.

Please note that for absence due to medical reasons, a doctor's note is required after 3 days of absence.

Unauthorised absence:

Unauthorised absence is when there has been no communication from a parent about an absence or if the absence is for three or more days and a doctor's note has not been received. The key stage leaders will follow up on the absence. Holidays during term time will be '**Unauthorised**'.

Persistent Absenteeism:

A student becomes a 'persistent absentee' when his / her attendance record is a cause for concern. A "persistent absentee" suffers considerable damage to his / her educational prospects, and we need parents' fullest support and co-operation to tackle this.

Support meeting & Medical sickness certificate will be required in order to ensure promotion to the next academic year.

COMMUNICATION OF LEAVE OF ABSENCE

Parents use the VLE for communicating the Leave of absence. **VLE> Attendance> Leave Application**

Students Signing out if unwell

If students feel unwell during the school day, then they should follow the guidance below:

- **If students feel unwell during a lesson**, they should ask their teacher if they can go to the nurse. Their teacher must write a note, so that the nurse knows which class the student has left and at what time.
- **If a student feels unwell during lunch time** then they should go to the nurse, they do not need any note for this. However, the student must send a note to their teacher on Teams, so that they are aware of the student's absence. The nurse will contact the student's parent if they feel that the student needs to go home.

Students should not call parents to arrange to be collected without having a conversation with their Form Tutor or Head of Year.

Signing out

Students cannot leave the school site without the attendance officer having received confirmation from a Tutor or Head of Year who in turn has received confirmation from the student's parent/guardian. If the student needs to leave the school early for an appointment, an Early Pick Up form should be submitted by the parent. Please be aware that students are not permitted to walk home unaccompanied for early pick-ups. For exceptional circumstances, please contact the Front of House.

Before Leaving School

Students will not be allowed to leave the site until Front of House staff have confirmed that the student is being collected by the person as authorised by the parent.

MODIFICATION OF SCHOOL TIMINGS

In certain circumstances, the Principal, upon the approval of the school's Board, may modify school timings to meet the needs of particular students. 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.

POLICY REVIEW

The policy is to be reviewed annually. The Principal and Head of schools undertake an annual review of the Attendance & Punctuality Policy.