ATTENDANCE POLICY

2025 - 2026

International School of Creative Science – Nad Al Sheba

Attendance Policy

Document Information			
Created by:	Principal	Reviewed by:	Principal
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Rationale

Target:

Our school's student attendance target is 97%.

Rationale

Good teachers and the best curriculum are of little benefit if students do not attend school on a regular basis. Frequent absences not only impacts a student's academic success, but also has future implications for success in life. Students who attend school regularly have been shown to achieve at higher levels than students who do not have regular attendance. Establishing good attendance habits early will better equip young people toward being productive members of society. Time lost from the classroom is essentially irretrievable; the experiences, discussions and the uniqueness of the classroom learning process require school attendance. Classroom attendance is considered to be an integral part of the student's course of study.

Therefore, we require that parents require their child(ren) to attend school regularly during the hours and terms that school is in session.

Reasons for absence must always be communicated to the school.

In line with the DfE guidance (2024) on *Working together to improve school attendance*, our school recognises that improving attendance is not just about compliance, but also about building a whole-school culture where pupils want to be present. Research shows that good attendance supports attainment, wellbeing, and life chances.

We therefore emphasise:

- Attendance is part of safeguarding and child welfare.
- Good attendance is everyone's business: leaders, staff, pupils, and parents all have a role in creating a calm, safe, and supportive school environment.
- Absence is often a symptom of wider issues, and so attendance is closely linked with our wider work on curriculum, behaviour, wellbeing, and SEND support.
- Attendance is a continuous focus, not a one-off intervention. The school will regularly review and adapt its strategies to address emerging challenges.

Excused Absences

Guidelines for attendance are as follows:

- 96%+ Outstanding
- 95% Excellent
- 94% Good
- 92% Satisfactory
- less than 92% - Requires improvement.

It is important that you inform the school about the reason for your child's absence. You can message the phase supervisor in your child's section, or complete the attendance button by clicking here. This form is available under Useful Links on the Edunation app.

Valid reasons for excused absences include:

- Illness or medical appointments (supported by medical evidence where appropriate).
- Religious observance (on days officially recognised).
- Family emergencies or bereavement.
- Educational activities approved by the school (e.g. competitions, examinations, educational trips).
- Other exceptional circumstances, agreed in advance by the Principal or Head of Phase.

All requests for excused absences must be submitted using the Attendance Form, and parents should provide supporting documentation where necessary.In line with DfE best practice, absences for holidays, leisure, or non-essential reasons during term time will not be authorised. Parents will be kept informed of their child's attendance through clear communication on the Edunation app, and where necessary, through the escalation process.

Expectations

In accordance with the above, we expect that all our students will

- Attend school regularly and attend all lessons, this includes scheduled online 'live' lessons and/or 'pre-recorded' lessons
- Arrive on time to school and to all lessons
- Be properly prepared and equipped for the day's learning
- Be fully involved in all lessons
- Follow correct procedures for attendance and punctuality
- Be responsible for carrying out any work provided by the school during an authorized absence period

- Understand that good attendance is a learned behaviour, and recognise their role in developing this habit, as highlighted in DfE best practice.

We expect that Parents/Guardians will

- Place a high priority on attendance and achievement
- Not allow their child to have time off school unless it is unavoidable
- Endeavour to keep health appointments out of school hours where possible
- Endeavour to keep holidays out of term time
- Inform a member of staff (usually the Phase Supervisor) of any reason or problem that may hinder their child from attending school and provide necessary supporting documentation
- Work with the school to resolve issues where possible and ensure good attendance and punctuality
- Ensure their child is punctual to school or to online lessons.
- Contact school, either by email to the supervisor or by telephoning the reception on the first morning of absence, preferably before 8:00 am, whenever their child is unable to attend school
- In the event of the student contracting an illness or suffering an injury which would make an absence of 3 days or more likely, parents should inform the school immediately, and subsequently keep the school informed on progress. In addition, the parent must submit a report detailing the child is fit to return to school.
- Engage constructively with the school in conversations about attendance barriers; the school commits to listening with respect, understanding individual circumstances, and working in partnership to remove barriers to attendance.
- Use the Attendance Form as the primary method of notifying the school of absence, ensuring accurate record-keeping.

We expect the Form Room teacher will

- Set an example by having good attendance and arriving on time.
- Arrive to their classrooms on time ready to receive students at 7.05 am, setting up the class for the day and welcoming students as they walk into the classroom between 7.10 am – 7.30 am.
- Take the register by 7.30 a.m in the physical register and log attendance online via Edunation by 7.40 am.

- Accurately mark attendance only when the teacher has seen the student or has a note from another teacher of the student being involved in a practice or activity.

- Check at end of day, for pre-recorded lessons, that the student has indeed completed the assigned work as part of attendance evidence and follow up in regard to non-completion to remedy this and set expectations that pre-recorded lessons are equally important to live online lessons.
- Work with parents who need flexibility in time for the day to complete pre-recorded lessons and set an agreed time by which these activities will be completed each day and use this agreed time to check and back date attendance records to reflect attendance when work is completed within the agreed time.
- Explain the need for and promote habits of regular attendance and punctuality with the group and individuals.
- Ensure absence notes are received and record reasons of absence accurately and if known after logging the absence to go back and update in the system.
- Contact home if a student is absent from school without a reason – this will happen during or after the first day of absence.
- Alert the Supervisor and Head of Phase if a student has been absent for 2 or more consecutive days and parents have failed to contact school or answer email requests.
- Check students' record for late slips during other lessons.
- Alert the Head of Phase regarding any concerns about absence and punctuality if action they have taken proves ineffective.
- Keep a record of all intervention lessons and students' attendance to these following up with parents for students who are not attending and gaining their cooperation.
- Hold supportive conversations with pupils at risk of absence to understand any underlying barriers, referring early to supervisors where patterns emerge.

We expect the Phase Supervisor will

- Celebrate attendance and punctuality appropriately for the year group e.g. displays, certificates, letters home.
- Celebrate weekly the classes with the best attendance records.
- Issue merit points to students with perfect attendance for a month
- Ensure the teachers fill in the attendance and punctuality in both the physical register and online via Edunation.
- At 7.40, proceed to each classroom to cross check physical registers with students present in lesson 1 to update as needed.
- Monitor attendance to online lessons with teachers, ensuring teachers track attendance to online lessons
- After cross-checking, update attendance in Edunation in the "Form Room/Morning Assembly" session slot.

- Prompt Edunation to send email alert to parents of absent students no later than 8.30 am
- Coordinate with reception to have the parents of bus students who were reported as absent called to confirm their safety.
- Coordinate with reception to have the parents of students who have been absent for a second consecutive day called to confirm their safety.
- Send attendance report with rates of attendance overall and by grade level to senior leadership team.
- Track the individual attendance of each student and issue a counselling letter for the third, sixth and ninth unauthorized absence and inform the Head of Phase ensuring the appropriate counselling letter is issued for the third, sixth and ninth unauthorized absence.
- Use a weekly attendance display to raise awareness for 100% attendance.
- Maintain a log of late arrivals notifying Head of Phase of any concerns of frequent lateness to school.
- Alert Head of Phase to any student whose attendance % drops below 94% by referring each week to the individual attendance tracker.
- Act as a first point of escalation for families where attendance concerns arise, with an emphasis on supportive interventions before sanctions.]
- Ensure clear communication to parents about the impact of missed learning time, expressed both as percentages and in days lost, in line with best practice.

We expect the Head of Phase will

- Promote good attendance and punctuality within his/her phase to ensure targets are met.
- Collate an attendance and punctuality data sheet at least monthly and give to Class Teachers/Form Room teachers to discuss with their classes.
- Use a monthly attendance display to raise awareness for 100% attendance.
- Ensure all Form Room Teachers/Class Teachers are familiar with and follow the Attendance and Punctuality Policy.
- Provide support and training for Class Teachers/Form Room Teachers as required.
- Meet with parents whose child's attendance record is a concern (especially if dropped below 90%) and devise an action plan with support of guidance counsellor to improve attendance.
- Use monthly data analysis to identify individuals and groups looking for
  a) unauthorised absence
  b) frequent short absences, particularly where a pattern emerges; e.g. every Thursday
  c) Persistent lateness

- Ensure parents send an application for holidays/known absence
- Persuade parents not to take/plan holidays during term.

- Work with parents in partnership, not only to address absences but also to support wellbeing, SEND needs, and pastoral care that may be barriers to attendance.
- Ensure data analysis is shared with SLT and governors to inform whole-school strategies, not just individual cases.

Rewards

- Class perfect attendance of the week display board
- Monthly certificate for perfect attendance
- Merit points added for monthly perfect attendance.

Consequences

Offence	Frequency	Consequence
Tardiness – this refers to being late in coming to school at the start of the school day and to instances of being late to lessons within the school day	The first five(5) incidents of tardiness in a short period of time such as an academic term. Up to an additional three (3) instances of tardiness in a short period of time, such as a month	Written counselling to student and notify parents by call from supervisor. Parents and student to be called to a meeting with the Head of Phase (KG or Elementary). Parents and student to sign a written pledge not to repeat the offence.
	Any additional instances.	At the discretion of the school, decision might include one or more of the following: • Community hours at the school or beyond. • Detention during school break • Demerit points • A written notice announcing refusal to re-enrol the student in the school for the following academic year.

Morning Attendance Procedure for students attending lessons in school

Offence	Frequency	Consequence
Absenteeism – this refers to frequent or habitual absence from school or from lessons without a valid medical or family related excuse.	The three (3) incidents of unexcused absenteeism in a short period of time such as an academic term	Written counselling letter to student and notify parents for signature.
	Additional three (3) instances of unexcused absenteeism in a short period of time.	Secondary counselling letter issued and meeting with Head of Phase. Demerit points issued.
	Next three (3) instances of unexcused absence.	Parents and student to be called to a meeting with the Head of Phase (KG or Elementary) and Guidance Counsellor. Parents and student to sign a written pledge not to repeat the offence. Demerit points issued.
	Any additional unexcused absences.	Parents called for meeting with Principal and decision might include: • Detention • Temporary suspension (internal or external) • Written notice announcing refusal to renew student for next academic year.

- The school expects all children/students to be in the respective classroom by 7.15 am.
- Registration is between 7.15 am – 7.30 am during the morning form tutor session.

- Class Teachers teachers fill in the physical register by 7.30 and the electronic Edunation register by 7.40 am
- Classroom Teachers will update the 'Attendance' time slot on Edunation to reflect late arrivals and submit late slips to the supervisor.
- Supervisor will also cross check the physical registers by doing a round at 7.40 checking attendance marked in the physical register with students in the classroom updating the register as needed.
- Supervisor will ensure communication for absent students before 11am.
- Any child arriving after 7:30 a.m. is required to report to the late entrance where they will be registered by a supervisor.
- At 8 am Supervisor will also have reception call all students' who are absent for a second consecutive day to verify their safety and reception will send an email detailing the call log showing next to each the reason for the students' absence.
- For students in EYFS-Year 6, attendance is taken in the morning 'Attendance' timeslot showing on Edunation and is updated throughout the day in the same place.
- For students in Secondary, attendance is taken in the morning 'Attendance' teacher timeslot and for each scheduled lesson by the subject teacher. However, supervisor as she/he receives information for reason for absence or if there is a late arrival after classes have begun will update attendance in the "Attendance" timeslot as this is where attendance data is taken from.