

Attendance, Punctuality, Absence and Late Collection Policy

Reviewed: 22nd August 2025

Rationale

We believe that high levels of attendance and punctuality are fundamental if children are to achieve optimum progress and achievement and strive to meet the KHDA's outstanding expectation of 98% attendance for all our pupils. The school will maintain accurate daily attendance data for each student, including timely or late arrival to school and Parents/Guardians will make every effort to ensure that their children attend school every school day and arrive on time.

Basic requirements and responsibilities in relation to students' attendance at School are as follows and reflected in the School's attendance policy:

- Students are expected to attend School on every school day as specified in the School calendar.
- Students shall arrive at School punctually every day, attend morning registration, and attend classes on time.
- Teachers shall maintain a record of attendance by students for every day and every lesson in the senior school.
- Schools will maintain accurate daily attendance data for each student, including timely or late arrival to School.
- Parents / Guardians will make every effort to ensure that their children attend School every school day and arrive on time.
- If students need to be absent from School for a particular day, Parents/Guardians must inform the School accordingly by emailing the child's form tutor or informing the school receptionist. Parents/Guardians must cite the reason for absence in this email or phone call.
- Students are responsible for completing assignments missed during their absence within their own time.
- Parents/Guardians should seek to ensure that family vacations take place during scheduled School holidays.
- If students need to be absent from school for a particular day, Parents/Guardians must inform the School accordingly.
- All pre-planned absences **must be approved by the Senior Leadership Team**. Once approved, reception staff will be informed and it will be recorded on iSAMS to make form tutors and other teachers aware. Parents/Guardians should seek to ensure that family vacations take place during scheduled school holidays.

Authorised Absence

If an absence is authorised by the Senior Leadership Team, the student has the right to make up the work and tests that were missed. The following types of absence may be regarded as authorised when confirmed by an email from Parents/ Guardians or by way of an official document:

- Illness
- Death of first or second degree relative
- Scheduled doctor appointments
- Official community task
- Mandatory appearance before an official body

- Essential urgent family travel for matters such as medical treatment or the death of a family member

School administration will excuse students for being late in the morning during days with adverse weather conditions (e.g. heavy fog). Parents/Guardians who plan to have their children miss several days of school are required to notify the school **at least ten days before** the anticipated absence, in order to allow teachers time to prepare the list of assignments that will be missed during the absence.

Unauthorised Absence

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

1. Unnecessary travel – e.g. shopping trips
2. Illness that is three days or longer without a medical note
3. No reason given/not answering the phone when contacted by school
4. Other types of absences not included in the authorised absences list

Students 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 student so that they are absent without authorisation. Schools must immediately inform the student's Parents/Guardians of incidents of truancy and shall hold discussions with them and the student and closely monitor the student's attendance.

Persistent Lateness

Tackling persistent lateness and punctuality issues takes a teacher's focus away from the children and onto administration. Repton Al Barsha will deal with persistent lateness as follows:

FS and Junior School	Senior School
<ol style="list-style-type: none"> 1. When a pupil is late for 8:10am (Y5&6) or 8:30am (FS1-Y4) registration, the reason will be discussed with the child 2. For a second late arrival in a two-week period, the pupil will be issued a B1 for monitoring purposes and the parents spoken with regarding the reason 3. During bi-weekly behaviour reviews, if lateness to school in the morning continues over a period of time, this will be discussed as a result of looking at B1s issued. The pupil's class teacher will contact parents to request a meeting 4. If morning lateness continues after this meeting, a formal letter will be sent home to the parents via the Head of Phase 	<ol style="list-style-type: none"> 1. When a student is late for 7:50am registration, they will be issued with a B1 by their form tutor and the reason recorded 2. For a second late arrival in one week, the student will be issued a B2 from their form tutor and the reason recorded and email sent to the parents. Sanction: They will have a lunch time detention with a member of the MLT 3. During bi-weekly behaviour reviews, if lateness to school in the morning continues over a period of time, this will be discussed as a result of looking at B1s issued. The student's Head of Year will contact parents to request a meeting 4. If morning lateness continues after this meeting, a formal letter will be sent home to the parents via the Head of Year or Assistant Head Pastoral
<ol style="list-style-type: none"> 5. For continued pupil/student morning lateness, SLT will review and request a meeting with the pupil/student's parents if required. 	

Persistent Absence

Tackling persistent absence issues takes a class teacher/tutor's focus away from the children and onto administration and "catching up" with a child when they return to school. Repton Al Barsha will deal with persistent absence as follows:

1. Contact with parents by form tutor

On the first day of absence, an email will be sent home to the parents by the class teacher/tutor to check welfare of child and the response recorded on iSAMS on the registration module. Contact with parents will be repeated on the second, third and fourth days of absence, if necessary.

2. Written Warning Email

After 5 days (prolonged absence), the class teacher/tutor emails the parents to check welfare of child and this is recorded on CPOMS as the category 'Child Health and Wellbeing Concerns'. During this process, if there is any need to meet with the parents due to health concerns or other reasons, this will be arranged by the class teacher/tutor.

3. Written Letter

If further prolonged instances of absence occur, a Formal Parent Letter is written by Head of Year/Phase. This is recorded on CPOMS.

4. SLT Letter

After 2 further instances of prolonged absence, the SLT will write a letter to the parents. Parents are invited in for a meeting, if necessary. This is recorded on CPOMS.

5. Headteacher/Principal Letter

If further instances of prolonged absence occur, parents are invited in for urgent meeting with the headteacher or principal and the DSL as it will potentially be treated as a child protection/safeguarding case. Monthly meetings will be set up with parents to monitor the students' attendance. This is recorded on CPOMS.

Re-registration

If a child is a persistent absentee and has more than 10% absence (The KHDA notes 92% as an unsatisfactory attendance expectation; 14 days absence) or the equivalent number of hours due to lateness, the school reserves the right to prevent re-registration. Alternatively, the student may not be permitted to progress to the next year group. Parents will have received 2 warning letters at least one month apart prior to this action.

If there is a need for further escalation of response, the School shall inform parents/guardians by letter and hold a meeting or a series of meetings with them to agree to a reasonable joint home-school strategy. Parents/Guardians shall be required, at this stage, to sign an undertaking to support the agreed strategy.

If the student fails to modify his or her attendance in accordance with the requirements of the School, the School has the right to apply to the KHDA for non-renewal for the student concerned in the following academic year. In making an application to the KHDA, the School shall include evidence that all the above stages have been followed.

Late Collection Policy

- Repton Al Barsha understands that on occasion, parents may be held up by unusually heavy traffic or by rare emergency situations. We therefore allow a discretionary period of 20 minutes for parents to collect their child late **on these rare occasions.**
- After 15 minutes of late collection, children are taken from their classrooms to Room 71 (FS and Junior School) or the main reception (Senior School). The duty member of staff will call the parents to request a time for collection of their child. This allows the Class Teacher to go to meetings, plan, prepare and assess for their class whilst late children are safely supervised.
- EYFS children who are collected late after **2:30pm**, will be supervised in the FS reception until collected. If parents have still not arrived by **3:30pm**, children will be brought across to the main reception to wait with the member of SLT staff on duty.
- Reception will call parents during this time and the situation will be logged formally on the late collection register - please see below.
- The same arrangement applies at **3:55pm**, the end of the normal school day, and also **4:50pm**, when ASAs and ECAs are completed. **Teachers must remain with the children in their ASA, until they are collected.**
- The same arrangement also applied on a Friday at **11:30am**.
- Head of Year/Phase will be informed by the administration team should any child have 3 occasions of late collection in a half-term.

Repton Al Barsha will deal with persistent late collection as follows:

1. Written Warning

After 3 occasions of lateness, the Class Teacher/ Tutor will email the parents to address the issue.

2. Written Letter

After 3 further instances (after the email from the Class Teacher/ Tutor), a Parent Letter is written by Head of Year/Phase. This is recorded on CPOMS.

3. SLT Letter

After a further instance of late collection, the SLT writes a letter to the Parents. Parents are invited in for a meeting. This is recorded on CPOMS.

4. Principal Letter

After any further instances of late collection, Parents are invited in for urgent meeting with the Principal and the Designated Safeguarding Lead is informed as it could potentially be treated as a **child protection/safeguarding case**. This is recorded on CPOMS.



Summary

As a school, we wish to work with parents to ensure that the Repton Al Barsha community promotes the high levels of attendance and punctuality needed to safeguard the welfare and development of the pupils and students in our care.

Review Date: August 2026

