REPTON AL BARSHA

Attendance, Punctuality and Late Collection Policy

DOCUMENT CONTROL			
Document title	Attendance, Punctuality and Late Collection Policy	**Reference**	RAB-PAS-006
Owner	Deputy Head Pastoral & DSL	**Approved by**	Principal, on behalf of SLT
Date reviewed	August 2026	**Next review**	August 2027
Status	Statutory — KHDA requirement	**Applies to**	All pupils and their parents/guardians, and all teaching staff
Related documents	Safeguarding Policy; Behaviour for Learning; Child Abduction Prevention; Complaints		
Regulatory framework	KHDA regulations (98% attendance expectation); UAE Ministry of Education attendance requirements; Cognita Safeguarding Standards		

1. Purpose and Ethos

Repton Al Barsha believes that high levels of attendance and punctuality are essential to every student's achievement, progress and wellbeing. In line with KHDA expectations, the School promotes strong, regular and punctual attendance across all year groups (FS1 to Year 13).

The School is committed to working in partnership with families to promote and support regular and punctual attendance. Any barriers that may affect a student's attendance or punctuality will be identified and addressed promptly and proactively, with support offered before any formal step is taken. The School expects all stakeholders to maintain their continued cooperation in reinforcing the importance of attendance and in supporting students to attend well.

2. Roles and Responsibilities

Parents/Guardians ensure their child attends regularly and punctually, report any absence by 7:30am, and provide evidence where required.

Staff take accurate registers on time and apply this policy consistently and supportively.

The Attendance Officer holds whole-school oversight of attendance and punctuality monitoring (Section 6).

The DSL and Deputy DSLs provide safeguarding oversight of attendance concerns.

To keep both phases aligned, the shared procedures below are written in generic terms. The following roles resolve by phase:

Generic term used below	Junior School	Senior School
Key adult / first contact	Class Teacher	Form Tutor
Phase leader	Head of Phase	Head of Year
Head of School	Head of Junior School	Head of Senior School
Senior pastoral lead	Deputy Head Pastoral	Deputy Head of Senior School

REPTON
AL BARSHA

3. Reporting an Absence

If a student needs to be absent for a particular day, Parents/Guardians must inform the School by 7:55/8:30am on the morning of the absence — by emailing the child's Class Teacher/Form Tutor, informing Reception, or submitting the absence form via the Parent Portal. The reason for absence must be cited.

All pre-planned absences must be approved in advance by the relevant Head of School (Head of Primary or Head of Secondary). Once approved, Reception staff are informed and it is recorded on iSAMS so that teachers are aware. Please note this may not extend to external assessments. Parents/Guardians should ensure that family holidays take place during scheduled school holidays.

4. Authorised Absence

The following may be regarded as authorised when confirmed by an email from Parents/Guardians and, where indicated, supporting evidence:

- Illness (a medical note may be requested — see below)
- Medical leave of the child (evidence: medical leave certificate from a medical professional)
- Bereavement of a close family member (notification to the School)
- Scheduled doctor/medical appointments (evidence: appointment confirmation)
- Official community task, or a mandatory appearance before an official body
- Authority appointments, e.g. passport or visa (evidence: appointment letter)
- Umrah / Hajj
- Essential urgent family travel, e.g. medical treatment or bereavement (evidence: travel details and communication to the relevant Head of School)

  Illness of three or more consecutive days should be supported by a medical note; without one, the absence may be recorded as unauthorised. The School may waive this on a case-by-case basis where a medical note is clearly not necessary.

  If an absence is authorised, the student has the right to make up work and tests missed. All absences — authorised and unauthorised — count towards the student's overall attendance rate.

5. Unauthorised Absence

The following are regarded as unauthorised:

- Unnecessary travel, e.g. shopping trips
- Illness of three days or longer without a medical note (subject to the discretion above)
- No reason given, or not answering the phone when contacted by the School
- Any absence not included in the authorised list above

6. Attendance and Punctuality Monitoring — the Attendance Officer

To ensure consistency, transparency and timely intervention, all attendance and punctuality monitoring is overseen by the School's Attendance Officer, a whole-school role reporting to the Deputy Head Pastoral. This removes the need for manual tracking by Class Teachers/Form Tutors or Heads of Year/Phase.

Daily: reconcile the day's absence register against reasons already submitted; confirm the 8:30am automated notifications have issued; telephone the primary-contact parent for any unexplained absence; code every absence accurately on iSAMS; and record late sign-ins.

Weekly: compile attendance percentages by class, year and phase; flag every student below 92%; surface patterns (not just totals); and report to Heads of Year/Phase, copied to the Deputy Head Pastoral and the DSL.

Automated notifications: the registered contact emails of any student recorded as absent receive an automated notification at 8:30am/8:45am on the day of the absence. Where a student subsequently arrives late, a further notification confirms their late arrival.

Parents can track their child's attendance and punctuality through iSAMS. Attendance or punctuality queries should be directed to School Reception.

7. Morning Routine and Punctuality

The School does not issue behaviour sanctions for morning lateness in either phase. Punctuality is handled supportively and consistently across the school, focusing on identifying and removing barriers.

	Junior School	Senior School
Registration time	8:10am (Years 5–6); 8:30am (FS1–Year 4)	7:50am (structured form time); corridor open 7:30am, form rooms 7:45am
Marked late after	Their registration time (8:10 / 8:30am)	7:50am
Very late / register closed	Sign in at Reception after 8:30am	After 8:05am, sign in at Reception (SLT on duty 7:30–8:30am)

Students arriving after the register has closed must report to Reception to be signed in as late, for safeguarding and attendance purposes.

Lateness response (whole-school — no behaviour codes)

1. Where a student is late more than once within a two-week period, the Class Teacher/Form Tutor speaks with them to identify any barriers and provide appropriate support.
2. If lateness continues, the Class Teacher/Form Tutor contacts parents/carers, followed by the Head of Phase/Year.
3. If it persists, a supportive letter is sent home via the Head of Phase/Year (or the Deputy Head Pastoral).
4. Patterns are identified by the Attendance Officer through the data, and discussed at pastoral reviews — never through behaviour codes or detentions.

8. Consecutive Absence — Escalation

The following applies to consecutive days of unapproved absence. It is a welfare and parental-engagement process — not a sanction — and applies in both phases.

Days 1–3: if no reason is received, the 8:30am automated notification issues and the Attendance Officer contacts the primary-contact parent. The Class Teacher/Form Tutor emails home to check welfare, and telephones by day 3 if the student has not returned.

Day 3: the Attendance Officer informs the DSL/DDSL, Head of School, Head of Year/Phase and Class Teacher/Form Tutor. In consultation with the DSL/DDSL, a decision is taken on whether a CPOMS entry is

warranted — this is context-based, not automatic. The Class Teacher/Form Tutor telephones parents to establish the circumstances and any welfare concerns, followed by a summary email. If there has been no contact from home, the safeguarding team is consulted.

Day 5: the Attendance Officer informs the same team. The Head of Year/Phase telephones parents to arrange a meeting at school. Any CPOMS record is updated in consultation with the DSL.

Day 6: a formal letter is sent home by the Head of Year/Phase. Where a safeguarding case is open, the record is updated on CPOMS.

Day 8: the Attendance Officer informs the same team plus the Principal. The Deputy Head of the relevant phase writes to parents, who are invited into School for a meeting.

Beyond day 8: parents are invited to an urgent meeting with the Principal, relevant Head of School and the DSL. Monthly meetings are then arranged to monitor the student's attendance.

At any stage: if there is a welfare concern, or no contact can be made with home, the DSL is consulted immediately — regardless of the day count.

9. Persistent Absence and Re-registration

All absences (approved and unapproved) count towards a student's overall attendance rate, which helps the School monitor progress and identify support needed for every student to reach their potential.

Students below 92% are flagged; parents are informed and supported to improve attendance. KHDA notes 92% as the minimum expected attendance. Where attendance falls below this — or a student is absent for 14 days or more - the School reserves the right to decline re-registration or year-group progression, and may make an application to the KHDA regarding the student's place, having followed the stages set out above.

10. Late Collection

Students not collected on time wait in a supervised location: Room 71 (FS and Junior School) or the main Reception (Senior School). The same arrangement applies on a Friday at 11:30am. The Head of Year/Phase is informed by the administration team should any child have three occasions of late collection in a half-term.

Persistent late collection is dealt with as follows:

1. Written warning after three occasions (Class Teacher/Form Tutor or Head of Year/Phase).
2. For further occasions, a formal parent letter is written by the Head of Year/Phase.
3. If it continues, the concern is raised with the DSL as a welfare matter and parents are invited to a meeting.

11. Review

This policy will be reviewed annually. Last reviewed August 2026; next review August 2027.