



Attendance Policy

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Rationale

Target:

Our school's student attendance target is 98%.

Rationale

Regular school attendance is essential for academic success, personal growth, and community engagement. The American School of Creative Science (ASCS) values the importance of consistent attendance and punctuality as integral to student achievement and wellbeing

Good teachers and the best curriculum are of little consequence if students do not attend school on a regular basis. Frequent absences not only impact 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.

Research has shown that there is a significant association between absence and attainment and that there is also evidence that there may be critical thresholds of absence linked to significantly lower performance outcomes. Furthermore, this is supported by the KHDA. The Parent School Contract states that parents have a responsibility for 'promoting their child's attendance' and that continued 'absenteeism will result in disciplinary measures and will affect the student's chances of enrolment for the upcoming academic year.'

Along with these above requirements, as pursuing an education is the right of every child, 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.

Attendance Expectations

KHDA guidelines for attendance are as follows:

- 98% Outstanding
- 96% Very Good
- 94% Good
- 92% Acceptable
- less than 92% unsatisfactory.

All students are expected to attend school every day unless they have a valid excuse. Regular attendance is essential for academic progress, skill development, and social engagement.

- Students are expected to attend a minimum of 94% of all school days per semester
- Attendance is monitored daily through official school registers in all sections.
- Parents are expected to ensure their children arrive at school on time and attend all scheduled lessons, assemblies, and activities.

Students who fall below the acceptable threshold may face interventions, including attendance probation and academic review.

Excused Absences

All parents should ensure that their child is at school on time every day of the school year, except for illness. The reason for an absence must always be communicated to the school. If a child is sick, parents should complete the leave form to explain the reason for absence as well as attach the accompanying sick leave.

An absence may be considered excused if it results from one of the following:

- Illness supported by a doctor's certificate (required after two or more consecutive days).
- Family emergencies or bereavement.
- Religious observances (pre-approved by the Head of Section – do not book trips for Umrah without pre-approval, etc).
- Pre-approved travel or official commitments approved by the Head of Section.

For sickness, please remember that after 48 hours' absence a sick note is required from the doctor. Absences of more than 48 hours without the support of a sick note will be marked as unauthorized.

Authorizing Requests for Absence

The school recognizes that students may need to be absent from school for significant reasons beyond their control. While we strive to support families during these times, the school also has a responsibility to uphold attendance standards. The school reserves the right to authorize or withdraw authorization for absence requests based on the nature and necessity of the event. Absence requests must be submitted in writing to the school administration in advance, wherever possible, and should include details of the event and the expected dates of absence: [Leave Application – Fill in form](#)

Authorization for an absence may be granted at the school's discretion if it falls under one of the valid categories listed above. The school may also withdraw authorization if it is deemed that the absence is not in the student's best educational interest or does not meet the school's criteria. All decisions will be communicated to parents or guardians promptly. Absences without prior authorization, or those not in compliance with this policy, will be recorded as unauthorized and affect the student's attendance record.

Extended Absences

Parents requesting an extended absence (beyond three consecutive school days) must seek prior written approval from the Head of Section. The school cannot be held responsible for academic gaps resulting from unapproved or extended absences.

Late Arrivals and Early Departures

- Students arriving late must report to the designated reception area for sign-in. If the first lesson has already begun, students will be denied entry into the session as it disrupts the learning environment for others by having to pause lesson for late arrivals.
- Repeated tardiness may lead to follow-up communication and action from the section as stipulated in the tardiness consequence table included in this policy.

- Students leaving early must be signed out by a parent/guardian or an authorized adult at the reception and follow the early leave request guidelines: [Early Pick Up Form – Fill in form](#)
- For safety reasons, students cannot leave the school premises without prior approval.

Communication and Monitoring

- Attendance is recorded and monitored daily and parents receive electronic notification of absences and lateness.
- Parents will be notified when attendance or punctuality concerns arise.
- Persistent absenteeism may result in formal intervention and documentation with the KHDA.

Roles & Responsibilities

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 if online learning is required by local authorities
- 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

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 Head of Section or 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.
- Ensure their child attends the homeroom session on time.
- Ensure their child attends any scheduled 'live' 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.

We expect the Homeroom 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 7:05 am – 7:10 am.
- Begin homeroom session at 7:15 a.m.
- Take the register by 7:30 a.m. in Edunation
- 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.
- 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.

We expect the Phase Supervisor will

- Supervise early arrivals in dedicated zone between 6:50 am – 7:00 am
 - KG: KG Indoor Play Area
 - Grade 1-3: Elementary Indoor Play Area
 - Grade 5-12 Boys: Phase 1 Second Floor MPH
 - Grade 5-12 Girls: Phase 2 Second Floor MPH
- Ensure at 7:00 am that students are directed to report to their homeroom classroom.
- Celebrate attendance and punctuality appropriately for the grade level 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 (this is for Covid isolation cases)
- After cross-checking, update attendance in Edunation in the "Homeroom/Morning Assembly" session slot.
- Prompt Edunation to send email alert to parents of absent students no later than 8.00 am upon confirming attendance is accurate in system.
- Coordinate with reception to have all absent students' parents called to receive explanation for reason of absence and document this by sending list to receptionist via email ensuring to receive reason for each absence by 8:30 am. SLT are to be cc-ed in the email when sending list of absent students to reception requesting them to call home to check on reasons at 8:00 am and SLT are to be cc-ed in reply at 8:30 so SLT can review the reason for absence for each student.

- Contact 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 each week.
- Track the individual attendance of each student and issue a counselling letter for the third, sixth, ninth, 12th unauthorized absence and inform the Head of Phase ensuring the appropriate counselling letter is issued for the third, sixth and ninth unauthorized absence. Book needed appointments with social worker upon reaching 12th unauthorized absence and book appointments needed with Head of Phase for 15th unauthorized absence.
- Escalate cases of missing school that reach 18 unauthorized absences (Attendance has dropped below 92%) to Principal and Head of Section in order to duly inform KHDA.
- 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 and issue Punctuality counselling letters accordingly.

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/Homeroom teachers to discuss with their classes.
- Use a monthly attendance display to raise awareness for 100% attendance.
- Ensure all Homeroom Teachers/Class Teachers are familiar with and follow the Attendance and Punctuality Policy and that it is applied consistently.
- Provide support and training for Class Teachers/Homeroom Teachers as required.
- Meet with parents whose child's attendance record is a concern (especially if dropped below 92%) and devise an action plan with support of the social worker to improve attendance.
- Ensure formal documentation of counselling meetings with Head of Phase and follow up with KHDA for any student whose attendance remains a concern despite formal counselling meetings.
- Use monthly data analysis to identify individuals and groups looking for
 - a) unauthorized absence
 - b) frequent short absences, particularly where a pattern emerges; e.g. every Friday
 - c) Persistent lateness
- Ensure parents send an application for holidays/known absence
- Persuade parents not to take/plan holidays during term.

Rewards

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	Lateness for five to nine days	First written counselling to student and parents Demerit points issued. If any concerns come from the parental meeting, then this is recorded on 'Safeguard My School' and shared with the DSL.
	Lateness for 10 – 14 days	Second written counselling to student and parents with phone call to parents by assistant supervisor. Demerit points issued. If any concerns come from the parental meeting, then this is recorded on 'Safeguard My School' and shared with the DSL.
	Lateness for 15 – 19 days	Third written counselling to student and parents with face-to-face meeting with parent and Head of Section with undertaking letter signed by parent. Demerit points issued. If any concerns come from the parental meeting, then this is recorded on 'Safeguard My School' and shared with the DSL.
	Lateness for 20 – 24 days	Final warning counselling sent to parents with follow up face-to-face meeting with Head of Section. Warning letter signed by parents in meeting and in the meeting it is explained that the attendance case will be logged with KHDA should there be no improvement.
	Lateness for 25 – 29 days	Face - to - face meeting with the principal with notice to improve sent by Principal to parents. At the meeting with parents, it is explained that the attendance case will be logged with KHDA should there be no improvement.
	Lateness for 30 days	Documentation taken to KHDA and case raised should future action need to be taken. Reenrolment for the next academic year is potentially blocked.

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 first three (3) incidents of unexcused absenteeism.	Written counselling letter issued to parents.
	Additional three (3) instances of unexcused Absenteeism.	Secondary counselling letter issued to parents. Demerit points issued.
	Next three (3) instances of unexcused absence.	Third counselling letter issued to parents. Demerit points issued. Phone call from Phase Supervisor.
	Next three (3) instances of unexcused absence.	Final warning letter issued to parents. Demerit points issued. Meeting with social worker and parents sign written pledge to improve child's attendance.
	Next three (3) instances of unexcused absence.	Formal meeting with the Head of Section and parents with formal email sent to parents documenting the meeting with notification that further instances of unexcused absences can result in notification to regulatory authorities.
	Any additional unexcused absences.	Parents called for meeting with Principal and decision might include: • Escalation of concern to KHDA • Detention • Temporary suspension (internal or external) • Placement on Attendance Probation with written notice announcing refusal to renew student for next academic year or conditions for renewal to be signed

Morning Attendance Procedure for students attending lessons in school

- The school expects all children/students to be in the respective classroom/homerooms by 7:15 am.
- One parent of students in KG – Grade 3 may drop off their child at his/her classroom door but may not enter. The parent must abide by the exit and entry policy and use the designated entrance and exit as detailed in parent guide.
- Parents need to ensure timely arrival between 7:00 – 7:10 am.
- Registration is between 7:15 am – 7.40 am during the morning homeroom session.
- Class Teachers and Homeroom teachers fill in Edunation attendance by 7:30 am
- Homeroom Teachers will update the 'homeroom/morning assembly' 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.
- At 7:30 am the Operations team will lock the gates meaning any student arriving after 7:30 am must enter phase 1 main reception door. Upon entering, any receptionist on duty will
 - Mark the student late on Edunation noting time of arrival
 - Add the student to the late arrival log (noting date, time, and reason)
 - Student will not be allowed to go to class but will remain seated in the main reception and the receptionist on duty will
 - For KG – call Ms Nada Mourad to come and collect the students and bring them to class to ensure proper handover
 - For Gr 1-3 – call Ms Ghalia to come and collect the students and bring them to class to ensure proper handover.
 - For Gr 4–5 Boys call Ms Aya to come and collect the students and bring them to class to ensure proper handover.
 - For Gr 4–5 Girls call Ms Orayeb to come and collect the students and bring them to class to ensure proper handover.
 - Grade 6 – 12 Boys: Students will be escorted to PH1 Ground Floor Late Room and remain under supervision of assigned supervisor till 8:15. At 8:15 they will be taken to join Lesson 2.
 - Grade 6 – 12 Girls: Students will be escorted to PH2 Ground Floor Late Room and remain under supervision of assigned supervisor till 8:15. At 8:15 they will be taken to join Lesson 2.
 - Registration staff will also be on duty in the Phase 1 reception during morning arrival to help escort late arriving students to their classroom once they have been recorded in the late log and Edunation by the receptionist.
 - No student can be allowed to walk to their classroom by themselves as access doors are closed.
- Supervisor will take all collected registers and update Edunation 'Homeroom/Morning Assembly' timeslot at 8.00 am.
- Supervisor will ensure to prompt the email message to parents of absent children is sent by 08:00 am from the Edunation system.
- Supervisor will update attendance on Edunation (in Morning Assembly block) and in Physical registers as parents' phone in or email with sickness information and if needed will change status of absence to 'excused' if valid reason and documentation is produced.
- At 8 am Supervisor will have reception call all students' who are absent for the day to verify their safety and receive reason for absence and reception will send an email detailing the call log showing next to each the reason for the students' absence.

- For students in KG, attendance is taken in the assembly timeslot showing on Edunation and is updated at the beginning of their morning and afternoon sessions.
- For students in Grades 1-12, attendance is taken in the morning homeroom teacher timeslot and for each scheduled lesson by the subject teacher(s). However, the phase 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 "Homeroom/Morning Assembly" timeslot as this is where attendance data is taken from.
- Subject teachers for Grades 1-12 take attendance for their lesson at the start of each class according to their timetabled lesson.

Procedures for Late Arrivals

- Any student arriving after 7:30 will be marked as late by homeroom teacher
- At 7:30 am the gates are closed, and any late student must arrive through the main entrance door of Phase 1 where the receptionist will mark the student late in Edunation noting time and reason and add the student's name to the late arrival log noting date, time, and reason. For Grades 1-5, the receptionist will keep the student under supervision in the main reception and will call for the phase supervisor to collect them and take them to class to ensure hand-over. Member of registration team will also be on duty in the main reception during morning arrival and will support to escort late students to their classroom only if they have been logged in as late by the receptionist. For Grades 6-12, late students will remain in late room so as not to interrupt Lesson 1 already underway.

Attendance Procedure for online learning days/online learning students when approved Distance Learning is in place by local authority

- At homeroom teacher will note attendance to 'live' online sessions
- However, recognizing the need to be supportive of working parents and flexibility around their schedules, we will also count completion of work as evidence of online attendance for the day.
- Therefore, homeroom/form room teachers will examine at the end of the day any evidence of students' activity online and count this as the student being 'present'
- If there is no activity for the day along with no attendance to 'live' online sessions, then the homeroom/form room teacher will log into Edunation and update the 'Homeroom/Morning assembly' timeslot and mark the student as unexcused absence. Only if a valid reason is provided with supporting document will the teacher then change it to an excused absence.