



DUBAI GEM PRIVATE SCHOOL

STRIVE FOR EXCELLENCE

ATTENDANCE AND PUNCTUALITY POLICY – 2025-26



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1. Introduction:

At Dubai Gem Private School (DGPS), we believe that excellent attendance is a cornerstone of educational excellence—every day of learning matters. To achieve the highest outcomes, our students must attend school regularly, punctually, and with commitment. The KHDA has identified 98% attendance as the benchmark of outstanding schools, and it is our collective duty—students, parents, and staff—to strive for this standard.

This policy sets out our procedures, expectations, and accountability measures to ensure that every student benefits from uninterrupted learning.

Students are required to swipe their RFID cards in the morning and afternoon on the machines available at both Gates (2 & 5) to register their online attendance.

Students leaving the school premises before the scheduled end of the day have to swipe their cards at Gate # 2.

2. Vision and Principles:

- Attendance is a shared responsibility: Students, parents, and school staff must work in partnership to secure regular attendance.
- Everyday counts: Absence from school impacts not only academic progress but also personal growth, social development, and well-being.
- Parental accountability: Parents have a legal and moral responsibility to ensure their child attends school daily, on time, and is not withdrawn for avoidable reasons.
- No compromise on learning: Requests for absence due to holidays, celebrations, or non-essential travel will not be authorised, as these undermine the learning process and school ethos.
- Early intervention: Patterns of poor attendance or punctuality will be addressed immediately with targeted support, communication, and, where necessary, KHDA involvement.

3. Expectations:

Students

- ❖ Must attend school daily and arrive before morning registration at 7:40 am.
- ❖ Must swipe their RFID cards at designated gates to register attendance.
- ❖ Are responsible for catching up on any missed work following an absence.

Parents

- ❖ Must ensure their child's daily attendance and punctuality.
- ❖ Must notify the school on the first day of absence with a valid reason and provide medical documentation for two days or more illnesses.
- ❖ Must not request leave for celebrations, travel, or family events during term time, as this will not be authorised.
- ❖ Must cooperate with school investigations, meetings, and interventions regarding persistent absence or lateness.

School

- ❖ Will monitor attendance daily and follow up immediately on unexplained absences.
- ❖ Will reward excellent attendance and punctuality through certificates and recognition.
- ❖ Will escalate attendance concerns through formal letters, parent meetings, and KHDA reporting if necessary.

4. Categories of Absence

Authorised Absences

- ❖ Illness supported by a valid medical certificate.
- ❖ Emergency medical/dental appointments.
- ❖ Death of an immediate family member (up to three days).
- ❖ Approved participation in national representation or competitions.

Unauthorised Absences

- ❖ Travel during term time.
- ❖ Family or personal celebrations (weddings, birthdays, etc.).
- ❖ Absences without parental communication.
- ❖ Repeated requests for leave not supported by valid documentation.

5. Persistent Absenteeism

A student is considered a persistent absentee if attendance falls below 90%. This will trigger:

- ❖ A formal warning written to parents.
- ❖ A compulsory meeting with Year Coordinators (YC) and SLT.
- ❖ Implementation of an attendance improvement plan.
- ❖ Referral to KHDA if concerns remain unresolved.

6. Punctuality

- ❖ Morning registration is at 7:40 am; students arriving after 7:50 am are marked late.
- ❖ Three late arrivals within two weeks in Secondary will result in detention and parent notification.
- ❖ Primary lateness will be recorded in the student diary and flagged to parents.
- ❖ Persistent lateness will lead to escalation to SLT.

7. Special Procedures

- ❖ Early Exits: Require written parental request and prior approval. Students must present an approved Early Leave Note and swipe out.
- ❖ Sickness During School Hours: Requires clearance from the school nurse and KSL approval.
- ❖ Record Keeping: Attendance registers will be updated daily. All leave requests and medical certificates will be archived as part of the student's attendance record.

8. Accountability and Enforcement

- ❖ Attendance data will be reviewed termly by SLT and shared with parents.
- ❖ Parents who repeatedly fail in their duty will receive formal warnings and risk referral to KHDA for non-compliance.
- ❖ Attendance and punctuality will form part of the student's end-of-year report, reflecting both achievement and conduct.

9. Conclusion

At DGPS, we strive to cultivate a culture where attendance is valued as a reflection of respect, discipline, and commitment. With strong partnerships between school and parents, we will ensure that every student is present, engaged, and achieving their full potential.

“Every child, every day, every lesson counts.”

KHDA E33 Initiative Compliance

Dubai Gem Private School is fully aligned with the KHDA’s E33 initiative, which prioritizes student attendance, engagement, and well-being at the heart of Dubai’s vision for educational excellence.

As part of our compliance with E33:

- All attendance data is recorded daily and uploaded to the KHDA portal where required.
- Persistent absenteeism or unexplained absences are flagged and reported in line with KHDA expectations.
- The school works closely with KHDA to monitor trends, intervene early, and ensure every child receives their entitlement to continuous, high-quality education.
- Parents are reminded that failure to comply with attendance requirements impacts not only the child’s learning but also the school’s accountability to KHDA.

Sanctions for Persistent Absence and Lateness

Dubai Gem Private School enforces clear sanctions for continuous lateness or absence without valid reasons, in line with the school’s Behaviour Policy. These include:

Formal written warnings to parents.

- After-school detentions for repeated lateness (three or more within a two-week cycle).
- Withdrawal of privileges, such as participation in non-academic events or school trips.
- Escalation to SLT with a parental meeting to establish an Attendance Improvement Plan.
- Final referral to KHDA for non-compliance in severe or persistent cases.

These sanctions are designed to reinforce the value of punctuality, discipline, and accountability, while ensuring that all students have equitable access to learning opportunities.

School Procedure for Dealing with Pupil Absence

Our process for making sure all children are safe and attend school is as follows:

- If a pupil is absent without explanation, the school administration will contact the parents as soon as possible, preferably by 9.00 am.
- The school administration will excuse pupils for being late in the morning during days with adverse weather conditions /unexpected or unforeseen developments.
- If an explanation for absence is not satisfactory, or if the absence continues, KSL/SLT will invite the parents to school to discuss any difficulties that are preventing the pupil from attending.
- The school authority will immediately inform the pupil's parents/guardians of incidents of truancy and will hold discussions with them and the pupil. Future attendance will be closely monitored.
- If a child is repeatedly late, the Year Coordinators will contact the parents.

Pupil responsibility post absence

Pupils are responsible for completing all assignments missed during their absence. Pupils and/or parents are encouraged to contact and or liaise with the teacher(s) of classes they have missed to learn the exact details of assignments and tasks given in the pupil's absence.

These assignments must be completed by the pupil and returned to the relevant teachers either before or shortly after returning from the absence.

Late Arrivals

Morning Registration:

- All children who arrive after 7:50 am are considered 'late'.
- The system will do online updates till 8:30 am.
- Any student arriving after 8:30 a.m. will be marked 'Late' by the form teacher.
- The SLT and YC manage late arrivals to the Primary and Senior Schools across the school. The SLT follows up on persistent late arrivals.

Justified Absences

These include the following

- Illness, which, if more than three days, should be proved by a medical certificate.
- Medical or dental appointments.
- Death of a relative: for three days only.
- Taking part in an approved public performance or sports event.
- Study leave.
- On a field trip or educational visit

Planned Early Exits

- If parents have reason to take their child/children from school early (before the end of the school day), they must inform the Form teacher in advance, giving a reason and the full name and form group of the child. The teacher will inform YC. The YC will acknowledge the email or letter and reply with confirmation. They will tell the receptionist, who can then issue an 'Early leave note'.
- There must be one 'Early leave note' per child and not per family. The receptionist must amend all the paper registers to reflect the children who have left the school. Every Primary student is accompanied by an adult when leaving early.
- The child must present the 'Early leave note' to security and swipe the RFID card (to register the early exit) to leave the premises; it must have been signed and stamped by the receptionist/secondary secretary.

Emergency / Sickness Early Exits

- When a child must leave school early due to unexpected reasons, such as illness, an 'Early leave sickness notes' must be signed by the nurse and YC and presented at reception for signing.
- Security should not let any child leave unless the YC has signed and stamped the 'Early leave sickness notes'.
- The child must swipe the RFID card (to register early exit)

Arranged Absences

If a student needs to leave early, parents must complete the early leave form and submit it to the receptionist or the secondary school office. Once it is approved or disapproved, it will be forwarded to the class teacher or tutor, and the registers will be updated accordingly. Assessment and Record Keeping

- Attendance Registers must be accurate and UPDATED daily.
- 'Early Leave' slips must be kept by Security and handed over to the administration at the end of the day.

All staff are expected to act in accordance with this policy.

KHDA expects Schools and local authorities to:

- Encourage good attendance and minimise absence, including persistent absence; Ensure every pupil has access to the full-time education they are entitled to. Act early to address patterns of absence.
- Parents are required to fulfil their legal duty by ensuring that their children of compulsory school age, who are registered at school, attend regularly.

All pupils must be punctual for their lessons.

Contents of Attendance Register

Schools must take the attendance register at the start of the first session of each school day and again during the day. On each occasion, they must record whether every pupil is:

- Present.
- Attending an approved educational activity.
- Absent
- Unable to attend due to exceptional circumstances.

The school should follow up on any absences to:

- Ascertain the reason.
- Ensure the proper safeguarding action is taken.
- Identify whether the absence is approved or not.
- Identify the correct code to use before entering it into the school's electronic register or management information system, which is used to download data to the School Census.

Dubai Gem Private School - Attendance and Punctuality: Parent Summary

Why Attendance Matters

Every day in school counts. Excellent attendance and punctuality are essential for children to succeed academically, socially, and emotionally.

KHDA sets the outstanding standard at 98% attendance, and Dubai Gem Private School is committed to achieving this with your support.

What We Expect from Parents

- Ensure your child attends school every day and arrives by 7:40 am.
- Call the school on the first day of absence and provide a valid reason.
- Submit a doctor's note for illness lasting more than two days.
- Do not request leave for celebrations, travel, or family events during term time, as these will not be authorised.
- Support your child in catching up on missed work after an absence.

KHDA E33 Initiative

We follow KHDA's E33 initiative, which ensures every student has full access to high-quality education.

Attendance is tracked and uploaded to the KHDA portal. Unexplained or persistent absences will be reported to KHDA, and parents may be contacted directly by the authority if attendance concerns continue.

Sanctions for Lateness and Absence

- To ensure fairness and consistency, the following sanctions are applied:
- 3 instances of lateness in 2 weeks = detention and parental notification.
- Repeated absence or lateness without a valid reason = written warnings and meetings with school leaders.
- Continuous poor attendance or punctuality = loss of privileges (e.g. trips, activities).
- Severe or ongoing cases = referral to KHDA for further action.

Together for Excellence

Your child's education is our shared priority.

By working together, we can ensure that every student is present, punctual, and prepared to excel.

Thank you for your partnership in making sure that *"Every child, every day, every lesson counts."*