



Attendance and Punctuality Policy

January 2024

1. INTRODUCTION

Every opportunity at Royal Grammar School Guildford Dubai (RGSGD) is a learning opportunity, from the first step taken into school each morning and beyond. Parents and all staff at RGSGD must work in partnership to ensure that children (unless ill) are present and on time to experience, have fun and thrive in every aspect of school life. At RGSGD it is our expectation that children attend all school days throughout the year, and we will work with parents to ensure their full understanding and support of this.

Evidence shows that both lateness and poor attendance have a detrimental effect on a child's educational attainment and life chances. It may also make it more difficult for them to make firm social bonds with other children. The odd day off here and there soon mounts up, as does late arrival resulting in missing lesson time in the morning, and these have a significant impact on learning.

The National Foundation for Educational Research in the UK (www.nfer.ac.uk) 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 and endorsed 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.'

The DSIB guidelines for attendance are as follows:

Attendance %	DSIB guideline
≤ 98%	Outstanding
96 – 97%	Very Good
94 – 95%	Good
92 – 93%	Acceptable
90 – 91%	Weak
≥ 90%	Very Weak

The Ministry of Education for the UAE also states that 'if a student is absent from school for 20 consecutive days or 25 non-consecutive days' the school can remove the child's place. Additionally, Dr Malak Zaalouk, UNICEF's regional education adviser, said that pursuing an education is the right of every child and this is supported by His Highness Sheikh Mohammad Bin Rashid Al Maktoum, Vice-President and Prime Minister of the UAE and Ruler of Dubai.

Therefore, all parents should ensure that their child is at school on time every day of the school year except for during a period of illness. The reason for an absence must always be communicated to the school.

2. AIMS OF THIS ATTENDANCE AND PUNCTUALITY POLICY

- To improve the overall percentage attendance to 96% for all pupils at school.
- To make attendance a priority for all those associated with the School including pupils, parents, teachers, and governors.
- To provide support, advice, and guidance to parents and pupils.

- To recognise the needs of the individual student when planning reintegration following significant periods of absence.
- The Principal will not grant any leave of absence during term time unless there are **exceptional** circumstances.

3. MARKING THE REGISTER

- It is the Class Teacher’s or Tutor’s professional responsibility to accurately record daily attendance by filling in the electronic register on Go4Schools, using the appropriate registration codes at the beginning of each day, by 8am and for the afternoon from Monday-Thursday by 1.35pm.
- The following attendance codes should be followed:

Go4Schools Attendance Codes	Code Explanation	Notes	
P	Present	Physically in school	Present
DL	Distance learning	Learning from home as instructed by KHDA or for reason approved by Leadership	
L	Late	Pupil reached class after national anthem	
T	Trip organised by school	Off-site field trip or residential	
S	Sport activity organised by school	Off-site sports competition	
A	Approved activity not organised by school	Off-site event such as sports or performing arts competition	
EA	Early leave	Left school early due to illness, medical appointment or eg visa appointment	Authorised
I	Illness	After first 2 days an approved sick note is required from day 3	
M	Medical / dental appointment	Note is required from parent confirming appointment in advance	
C	Authorised absence due to exceptional reasons	eg bereavement, religious observance	Unauthorised
U	Unauthorised absence	Family holiday, family celebration	
N	No reason given		

4. ABSENCE DUE TO SICKNESS

- If a child is sick, parents should email the absence team at absent@rgsgd.com to explain the absence before 8:00am.
- If it is known how many days of absence are needed, we request parents state this. Otherwise, parents should notify absent@rgsgd.com daily of their child’s absence.
- Alternatively, parents may call the school by 8am on 04 446 4333 and select option 5 to leave a message giving the reason for their child’s absence.
- After 48 hours of absence a sick note from the Doctor or prescription confirming diagnosis is required to record the absence as authorised. Absences of more than 48 hours without the support of a sick note will be marked as unauthorised.

5. PUNCTUALITY

- William Shakespeare famously said, “Better three hours soon than a minute late”. The importance of punctuality, if taught to children at a young age, will help them in the long run, from self-confidence to better preparedness in academics.
- All children should enter the school at the designated drop-off points at the designated times as set out below:

Year Group	School Arrival Timing	Early Bird Timing (must be pre-booked via SOCS)	Early Bird Location
EYFS	7:30am – 7:50am	7:00am to 7:30am	Ground floor activity space
Years 1 and 2	7:30am – 7:50am	7:00am to 7:30am	Key Stage 1 street
Years 3 and 4	7:30am – 7:50am	7:00am to 7:30am	Library
Years 5 and 6	7:30am – 7:50am	7:00am to 7:30am	Library
Year 7 and 8	7:30am – 7:50am	7:00am to 7:30am	Library

- All gates will be closed at 7:50am following the National Anthem and children arriving after this time will be marked as late.
- If a child is persistently late (10 or more occasions) the parents will be contacted by the Class Teacher and receive a formal letter informing them of the school’s concerns. If lateness continues, then the parents will be invited to meet with the Assistant Head Teacher or Deputy Head for the phase.
- The gates at the Early Years and Prep entrance are locked at 7:50 am. So, children arriving at school after this time should enter by Gate 1 and register at the main reception before going to class. Children in EYFS and Key Stage 1 will be escorted to class by our designated carers.
- Children in Key Stage 2 and Key Stage 3 who arrive after 7:50 am, will be marked in by the main reception and reminded about where their class is.
- Children sign in at reception and take a “late pass” with them to class to give to their class/subject teacher. The additional layer ensures both reception and the class teacher are monitoring the children who are present.

6. CHILDREN LEAVING SCHOOL EARLY

- If parents collect their children early from school, they must complete the “Early Leavers” book at reception before their child will be collected from the classroom or clinic by a member of admin staff. As the child is handed over to the parent by the reception team, parents will be given an exit pass to hand to the guard on leaving the premises.
- If the child normally uses the bus, Reception will inform the bus coordinator that the child has gone home.
- Details of children going home early are recorded in the “Early Leavers” Book, kept at the front desk, before being transferred to the Go4Schools register. This register is then analysed at the end of each month by the reception staff and any child regularly missing time will be notified to the child’s Class teach / Form Tutor.

7. COLLECTION TIMES

- All children should be collected from the designated collection points punctually at the times as shown below:

End of school day times and locations

Year Group	School departure time (Mon – Thurs)	School departure time (Fri)	Designated collection point
EYFS	2:00 – 2:15pm	11:00am – 11:15am	Garden entrance to classroom
Years 1 and 2	2:50pm – 3:00pm	11:20am – 11:30am	Garden entrance to classroom
Years 3 and 4	3:30pm – 3:45pm	11:45am – 12:00pm	Outside the sports hall
Years 5 and 6	3:30pm – 3:45pm	11:45am – 12:00pm	Outside the EYFS entrance
Year 7	3:30pm – 3:45pm	12:00pm	Outside reception
Year 8	3:30pm – 3:45pm	12:00pm	Outside reception / Gate 2 pedestrian entrance

Extra Curricular Activity (ECA) collection times and locations

Year Group	ECA collection time	Designated collection point
EYFS	3:00pm	Garden entrance to classroom
Years 1 and 2	3:0045pm	Garden entrance to classroom
Years 3 and 4	4:30pm	Designated collection point*
Years 5 and 6	4:30pm	Designated collection point*
Year 7 and 8	4:30pm	Gate 2 pedestrian entrance

*Please click on [T2 ECA Pick Up 430pm - 2023-24 parent info.pdf](#) (or refer to the document on the iSAMS parent portal) for where to collect from specific clubs on each day.

After School Care collection times and locations

Year Group	ASC collection time	Designated collection point
EYFS	4:30pm	Activity space G accessed via FS2 playgrounds, next to the school Clinic
Years 1 and 2	3:45pm for ASC A 4.30pm for ASC B	Year 2 playground outside classrooms 2F and 2L
Years 3 and 4	4:30pm	Rolling gate in corner of Gate 4 car park
Years 5 and 6	4:30pm	Rolling gate in corner of Gate 4 car park
Year 7 and 8	4:30pm	Gate 2 pedestrian entrance

ASC numbers are as follows:

ASC	Telephone number
FS1	052 350 9115
FS2	058 217 9154
Year 1	052 141 7683
Year 2	052 425 7196
Years 3-8	052 374 3606

8. LATE PICK UPS

- Children not collected 10 minutes after the designated pick-up time at the end of school day will be taken to our late collection room and the child's parents called by a member of staff on duty, to collect them from Reception.
- EYFS children not collected at the end of ECAs at 3:00pm will be kept in EYFS and the child's parents called by a member of staff on duty to collect them.
- Year 1 and 2 children not collected at the end of ECAs at 3:45pm will be taken to our late collection room and the child's parents called by a member of staff on duty, to collect them from Reception.
- Children not collected at 4.30pm from the designated pick-up at the end of ASC/ECAs will be taken to our late collection room and the child's parents called by a member of staff on duty, to collect them from Reception.
- Persistent late collections will mean the parent will be contacted by the AHT to discuss concerns.
- If children still remain after 5:00pm and we are unable to contact parents or carer, the police may be phoned.

9. HOLIDAY ABSENCE

- Parents should make every effort to book all family holidays during the KHDA-approved school holidays. Given the large expat community, it is understood that there may be times when it is unavoidable to book a holiday during term time.
- Family holidays during term time must be notified to the principal via francesca.balderson@rgsgd.com and will be recorded as "U-unauthorised absence".

10. MONITORING DAILY ATTENDANCE

- Registers are updated by the absence team in the morning as parents' email or call school.
- All emails or messages received from parents explaining reasons for absence are forwarded by the absence team to the teacher and the clinic team where appropriate.
- Where no reason for absence has been given, the absence team will ring the parents of absent children and update the registers.
- The bus registers for buses arriving after the close of class registers will be passed to the absence team for them to update the school attendance register.

11. PROCEDURE FOR MANAGING PUPIL ABSENCE AND LATENESS AT RGSGD

- Class Teachers and Tutors will be vigilant with regard to poor attendance and/or punctuality and with the Deputy Heads of Senior and Prep Schools and AHTs, will monitor attendance monthly.
- If a pupil's attendance or punctuality does not meet the requirements, parents will receive communication from the Class Teacher or the Assistant Head when this becomes a concern and academic progress is affected. This will happen in a supportive manner so that we can work together to optimise children's progress in school.

- Where there are attendance or punctuality concerns, parents can expect to receive communication from school as below:

Attendance concern	Punctuality concern	Contact from
96% or below attendance to date	5 days late to date	Class Teacher / Form Tutor
92% or below attendance to date	10 days late to date	Assistant Head
90% or below attendance to date	20 days late to date	Head of Senior / Head of Prep

- Records will be kept of all communications so that if a case needs to be escalated to the KHDA there is an evidence trail of what the school has done to encourage punctuality and attendance.
- This documentation includes emails, meeting notes and signed pledges which should also be made available, along with the attendance record from Go4Schools, whenever a meeting takes place.
- Such documentation is also uploaded to the child's Teams folder as a record for future reference.

12. 5-DAY ABSENCE WITHOUT CONTACT

- If a child is absent from school for five days or more without contact and the parents have not responded to phone calls or emails, the absence team and Class Teacher or Tutor will escalate to the AHT.
- In turn they will inform the Principal who is required to email KHDA to notify them that parents have not made the school aware of the reason for absence. KHDA will contact the parents directly and The Child Protection Service may be contacted.

13. REWARDING ATTENDANCE

- RGSGD also believes pupils should be rewarded for Very good and Outstanding attendance.
- Each week the attendance for all classes will be monitored and the class or tutor group with the best attendance in that year group will receive a certificate.
- At the end of each term pupils with 100% attendance will also receive a certificate and all those pupils with 100% attendance at the end of the Year will be rewarded.

14. SCHOOL REPORTS

- School reports are published termly and for each child, the following session attendance information is reported:
 - Possible sessions
 - Percentage attendance
 - Attendance
 - Authorised absences
 - Unauthorised absences

15. FURTHER QUESTIONS

- For any further enquiries regarding attendance and punctuality, please contact reception@rgsgd.com

Review date: August 2024