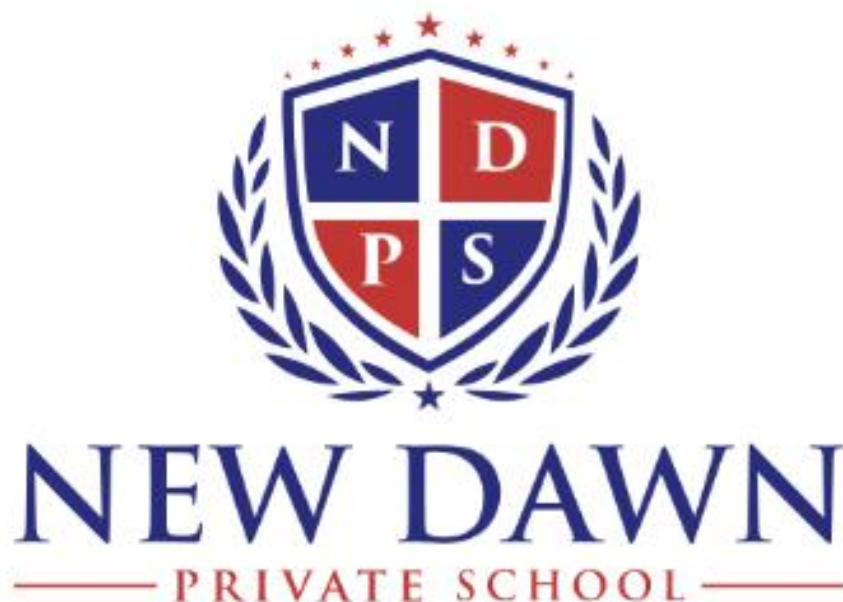


	Integrated Management System	Document ID	
		Revision No.	1
		Issue Date	30-Aug-2026
	Attendance Policy		

Integrated Management System (IMS)
Pastoral and Student Welfare Policy



This Document has been reviewed and approved by:

Name	Position	Department

Revision History of the Document

Revision No.	Issue Date	Summary of Changes	Responsibility	References
1.0	30-Aug-2026	Initial Edition	Annum Asfandyar	

This document has been approved by the School Management System

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1. Rationale

Regular attendance is fundamental to student achievement, wellbeing, and safeguarding. Consistent school attendance ensures continuity of learning, supports social development, and aligns with KHDA expectations. Poor attendance negatively impacts academic progress and limits student engagement.

2. Purpose

This policy aims to:

- Promote high levels of attendance (target: **≥94%**)
- Ensure consistent monitoring and follow-up
- Provide clear procedures for managing absence
- Define roles and accountability across staff
- Support students and families to improve attendance

3. Scope

This policy applies to:

- All students (FS1–Year 7)
- All teaching and pastoral staff
- Parents and guardians

4. Terms and Definitions

- **Present (P):** Student attends lesson/school
- **Late (L):** Student arrives after registration
- **Authorised Absence (AA):** Approved by school (e.g., medical)
- **Unauthorised Absence (A):** No valid reason provided
- **Persistent Absenteeism:** Attendance below **90%**

5. Responsibilities

Senior Leadership Team (SLT)

- Monitor whole-school attendance trends weekly
- Ensure policy implementation and KHDA compliance
- Review and challenge attendance data
- Report to Principal and Board

Head of Pastoral (Lead: Ms. Annum)

- Oversee attendance systems and procedures
- Monitor daily and weekly attendance data
- Lead interventions for persistent absenteeism
- Communicate with parents for serious concerns
- Ensure safeguarding links to attendance

Pastoral Team

- Daily follow-up on absences (calls/messages)
- Maintain attendance logs and records
- Support students with attendance barriers
- Escalate concerns to Head of Pastoral

Teachers

- Take accurate attendance every day
- Report concerns immediately
- Engage students and encourage attendance
- Communicating with parents where required

Admin Team

- Maintain accurate records on Paradigm System
- Generate daily and weekly reports
- Support communication with families

Parents

- Ensure children attend school regularly and on time
- Inform school of absence before 8:00am
- Provide valid documentation where required

6. Procedures

Daily Attendance Process

1. Registration completed during Read to Succeed
2. Attendance submitted promptly by teachers
3. Headcounts collected and verified
4. Pastoral team follows up absences by 9:30am
5. Records updated in Paradigm System

Absence Follow-Up

- Day 1: Call/message parent
- Day 2–3: Continued follow-up
- No response → escalate to Head of Pastoral

Distance Learning Attendance

- Students must attend live sessions
- Attendance recorded per lesson
- Non-attendance followed up daily

7. Accountability (Monitoring & Reporting)

Level	Action	Responsible	Frequency
Daily	Attendance tracking	Teachers & Pastoral	Daily
Weekly	Data analysis	Head of Pastoral	Weekly
Monthly	Report to SLT	Head of Pastoral	Monthly
Termly	Review & intervention impact	SLT	Termly

8. Tiered Intervention System



9. Monitoring and Evaluation

- Weekly tracking of attendance %
- Identification of key groups (EAL, SEND, etc.)
- Review of interventions and impact
- Data used to inform school improvement

10. Policy Review

- Reviewed annually
- Updated in line with KHDA regulations
- Adjusted based on school data and needs

11. Related Forms and Documents

- Attendance Registers
- Warning Letters (Tier 1–3)
- Attendance Improvement Plans
- Daily Attendance Reports (Paradigm System)

12. References

- KHDA School Inspection Framework
- UAE Student Attendance Guidelines
- School Behaviour & Safeguarding Policies

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	Quality Procedures for Marking and Feedback		