

Attendance and Punctuality Policy

2025 - 2026

Document review box and latest revision – WS 037- Attendance and Punctuality Policy				
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0		Denise Kenny (DSL)		Prior to 18 th Aug. 2026

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1. The JBS Vision, Mission and Core Values

Vision:

Our vision is to be a school of good character, excellence and outstanding performance.

Mission:

Our mission is:

- To ignite passion, purpose, and curiosity in our students.
- To promote wellbeing within our community.
- To provide an IB education with high expectations that is innovative, internationally minded, and inclusive.

Core values: The 4 R's

- Responsibility
- Respect
- Resourcefulness
- Resilience

Definitions of our mission and core values:

Our mission:

Wellbeing: promoting self-awareness, self-control, empathy, social skills and personal responsibility.

Innovation: promoting critical thinking; communication; collaboration; and creative problem-solving skills.

High expectations: promoting learner resilience; the capacity to reflect and act on feedback; pride in work; and a belief to exceed.

Inclusion: promoting a diverse learning community; knowing and motivating each learner through differentiation.

International mindedness: promoting a respectful attitude to self and others.

Core Values:

Responsibility: I am accountable for my actions and stand up for what is right.

Respect: I treat myself, others, and the environment well.

Resourcefulness: I find innovative solutions for positive outcomes.

Resilience: I do not give up in challenging situations and help others to do well.

2. Policy Statement

JBS is committed to fostering a culture of high expectations regarding attendance and punctuality, recognising their critical role in students' academic success and overall wellbeing. Regular attendance enhances student attainment, strengthens relationships, and builds resilience. We expect all students to attend school daily, except in unavoidable circumstances. Parents must inform the school of any absence, tardiness, or early leave in advance.

Poor attendance can negatively impact a student's:

- Academic progress and attainment
- Ability to form and maintain relationships
- Confidence and engagement in learning

3. Aim

This policy ensures compliance with KHDA regulations and supports JBS in:

- Providing all students with access to full-time education
- Promoting good attendance and punctuality
- Addressing and intervening in patterns of absence promptly

The school, in line with KHDA guidelines, aims for an attendance target of at least **98%** throughout the academic year.

4. Attendance Guidelines

Attendance is monitored weekly, with collaboration between the school and parents to ensure a consistent pattern. Attendance categories are as follows:

- **Outstanding:** 98% and above
- **Very Good:** 96% – 97.9%
- **Good:** 94% – 95.9%
- **Acceptable:** 92% – 93.9%
- **Weak:** Below 92%
- **Very Weak:** Below 90%

Each school day accounts for approximately **0.55%** of annual attendance. Missing four days per term results in attendance below 94%.

5. Absence Procedure

5.1 Reporting Absences

Parents must notify the school **before 8:00 AM** on the first day of absence.

- **Email sent copying in** the Homeroom (HR) teacher to **Primary reception** for **Pre-K to Grade 5** (Primaryoffice@jbschool.ae)

or

Secondary reception for **Grade 6 to Grade 12** (mkarki@jbschool.ae)

- If no communication has been received by **8:30 AM** regarding a student's absence, the absence will be recorded as **unauthorised**, and the school will contact parents as part of our safeguarding procedures.
- Please note: If a student arrives late, this may occasionally appear as an absence in automated reports. Parents should not be alarmed by such notifications. The school will verify attendance and update records accordingly.
- **However, we kindly ask parents to still respond to the absence notification email to confirm that their child arrived late.** This helps us ensure accurate records and supports our safeguarding processes.

5.2 Authorised Absences

Requests for planned absences must be submitted to the Head of School/Principal/SLT for approval, considering:

- Student's age and attendance history
- Nature and timing of the request
- Academic progress and assessments during the period

Examples of authorised absences include:

- Medical illness (requires documentation after third consecutive days)
- Religious observances
- Family bereavement
- Educational or sports activities
- Emergency family leave

5.3 Unauthorised Absences

Absences without valid reasons or prior approval will be categorized as **unauthorised**. Excessive unauthorised absences may result in intervention by the school and KHDA.

- More than **20 consecutive days** or **25 total days** of unauthorized absence may lead to a review of re-enrolment.

5.4 Missed Summative Assessment Due to Absences

Students who are absent for a scheduled summative assessment must provide the school with a valid **Dubai Health Authority (DHA) medical certificate** covering the date of the assessment.

Failure to submit an appropriate medical certificate will result in a score of **zero (0)** being awarded for the missed summative assessment.

6. Punctuality Expectations

6.1 Arrival and Late procedures

Students must arrive by 8:00 AM. Gates close at 8:05 AM, and late students must report to reception.

Students arriving to class after 8:00 AM in Secondary (Mon-Thursday) and 7:45 AM (Friday) and 8:10 AM in Primary (Monday-Thursday) and 7:45 AM (Friday) will be marked late.

Late arrivals are recorded on the school's management system, and repeated lateness may require a parental meeting.

6.2 Early Pickup

- Parents must notify reception in advance for early pickups.
- Notice must be 24hrs prior to pick up.
- A member of SLT need to sign the early departure slip.

- ID verification is required at collection for Primary.
- The student cannot leave the premises until an adult is present for collection.
- Without prior notice, parents must wait in reception until staff are available to escort the student to reception.
- Early pick up will not be allowed 20 minutes before the end of the school day.

6.3 Collections of Students

Students are to be collected by their assigned class times, if students are not collected by this time, they will go the Primary reception after school or to the canteen on a day when they have an ECA.

1. If students are not picked up on time without prior notice, there will be a reminder of expectations verbally given to parents.
 2. If they are late collecting their children again there will be an email reminder.
 3. The third time this happens; a parent meeting will be arranged in relation to Safeguarding concerns in line with our policy and procedures.
 4. If it continues to happen the school will seek support and involvement from outside agencies (CDA, KHDA, Police) where necessary.
- More than **25 total days** of non-compliance with pick up times may lead to a review of re-enrolment.

7. Monitoring and Intervention

JBS monitors attendance under the supervision of Phase Leaders and Heads of Department. Key responsibilities include:

- **Teachers:** Completing attendance registers and reporting concerns
- **Reception Staff:** Monitoring attendance, following up on absences, and notifying parents
- **School Nurse:** Reviewing medical-related absences exceeding three days
- **Principal:** Authorising absences and reporting attendance concerns to KHDA

Regular attendance meetings will be conducted to review cases of persistent absence or tardiness. Where concerns arise, parents will be notified and appropriate actions taken.

8. Attendance and Punctuality Interventions

Interventions for persistent absence or tardiness follow this structure:

Offence	Frequency	Implications
Tardiness - this refers to being late in coming to school at the start of the	The fifth incident of tardiness in a short period of time.	Written warning to student and notify parents.

school day and to instances of being late to lessons within the school day without a valid reason.		Students to attend a reflection with the Pastoral Team. Tardiness will be noted in the students' progress report.
	Up to an additional three (3) instances of tardiness in a short period of time.	Parents and student to be called to a meeting with a member of the pastoral team. Parents and student to sign a written pledge not to repeat the offence. Tardiness to be noted in students' progress report.
	Any additional incidents to the above	At their discretion, schools may decide on one or more of the following: • Community hours at the school. • Reflection during school hours. • A written notice announcing refusal to re-enroll the student in the school for the following academic year.
Offence	Frequency	Implications
Absenteeism - this refers to frequent or habitual absence from school or from lessons without a valid medical or family related excuse.	Four (4) incidents of unauthorised absenteeism in a short period of time.	Written warning to student and notify parents. Absent days will be noted in the students' progress report.
	Up to an additional three (3) instances of absenteeism in a short period of time	Parents and student to be called to a meeting with a member of the pastoral team. Parents and student to sign a written pledge not to repeat the offence.

		Absent days to be noted in students' progress report.
	Any additional incidents to the above	At the discretion of the school, decision might include: • Community hours at the school. • Detention during school hours. • A written notice announcing refusal to re-enroll the student in the school for the following academic year.

These decisions are endorsed by KHDA and consequences resulting from continued tardiness and absenteeism will be upheld by the Authority.

9. Modifications for Special Considerations

Students from time to time who may need special consideration to attendance and timings must be in agreement with the school and The Schools SLT.

10. Compliance with KHDA Guidelines

All parents must adhere to the KHDA Parent Contract, which outlines attendance obligations. Persistent failure to meet attendance requirements may result in KHDA intervention.

For further queries, please contact the school's **Safeguarding** or **Pastoral Team**.