



**KINGS'
EDUCATION**

The Best By Every Child

**PRIMARY ATTENDANCE
AND PUNCTUALITY POLICY**

2025-26



Contents

- 1. **Introduction** Page 3
- 2. **Attendance**Page 3
- 3. **Absence**..... Page 3
- 4. **Authorised Absence**..... Page 3
- 5. **All other absences are considered unauthorised**.....Page 3-4
- 6. **Planned Term Time Absence** Page 4
- 7. **Punctuality** Page 4-5

Introduction

Parents and teachers must work in partnership to ensure that children (unless ill) are present to enjoy all aspects of school life. It is the school's expectation that children attend all school days throughout the year and the school will work with parents to ensure their full understanding and support of this.

Attendance

The role of the parent in ensuring high levels of attendance is essential. The school works to maintain close, effective and positive relationships with parents and ensure that effective communication links avoid any unexplained absences for our students.

Absence

If for any reason a child is absent from school, it is important that the parent informs the school as soon as possible. Appointments e.g. dentist, doctors should be made outside of school hours. In the event that time does need to be taken during school hours, an email should be sent to the class teacher and the school receptionist, this can also be done at the Kings' Education App.

If a child is absent from school due to illness, the school should be notified as soon as possible on the first day by email to the relevant reception as well as the child's Class Teacher. This can also be done via the Kings' Education App. The School Receptionist will make contact with families to enquire about the absence if the school has not been notified.

Until the school is notified as to why a child is absent it will be recorded in the registration system as an unauthorised absence. Any unauthorised absence appears on the child's school academic reports.

Authorised Absence

Authorised absence falls under the following categories:

- Absent – Medical: where a child is ill
- Absent – Educational: where a child is absent from school but is attending another school or educational establishment for an educational approved activity
- Absent – Funeral: where a child is attending a funeral.

All other absences are considered unauthorised.

Unauthorised absences can be avoided by communicating with school and being careful about keeping children away from school unnecessarily. The Ministry of Education has strict regulations about the number of days' absence within the year (15). Substantial unauthorised absences may result in children not being permitted to progress into the next academic year.

At Kings' School Al Barsha, requests for non-educational absence during term time will normally be unauthorised. This is because:

1. Our primary responsibility must be as advocates for children's education, and therefore not to support absence from the classroom which will delay or impair individual and group progress.
2. Schools are judged strictly by KHDA for pupil attendance. 'Outstanding attendance' is judged as being 98%. Parents share responsibility with the school for meeting this goal.

However, the school also acknowledges a different perspective, such as a need, as perceived by parents, to remove their children for family reasons.

Therefore, whilst we may not be able to 'authorise' the absence, the school understands the motivation for it, and hope that parents understand the school's position.

Planned Term Time Absence

Any planned term time absence must be applied for by email or in writing to the Principal (patoleadership@kingsalbarsha.com). Absence during term time is strongly discouraged.

Punctuality

Please make every effort to ensure your child arrives at school on time which allows for a smooth, stress free start to the day and ensures children are organised and settled before the register is taken. Gates are open from 7:15am till 8:00am for FS1 - Year 6. It can be unsettling for children if they arrive late to school and also a distraction for others in the class, who are already engaged in lessons and activities.

Registers close at 8am. For health and safety, it is imperative that every child in school is registered accurately in case of a fire or other emergency. If children are late arriving at school for any reason and your designated entry gate is closed, please make your way to Gate 1, the main gate. At the reception your child will be asked to sign in and will be handed a late slip to give to their class teacher. They will then be escorted to their class by a member of staff.

Parents have a responsibility to also ensure prompt collection of their child at the following times:

Monday to Thursday

1.15pm - FS1

2.15pm - FS2

3:15pm - Year 1-6

Friday

11.15am - FS1 – FS 2

11.30m – Year 1-6

In exceptional cases, if a parent is delayed, the school should be telephoned.

Collection for early leavers is from Foundation, Primary or Main Reception, Gate 1 and the children will be required to sign out.

Parents are advised that, if pupils are not collected at the end of the day, they will be contacted by telephone and asked for an approximate arrival time. A member of staff will remain on the premises with any child who is collected late.

Attendance and punctuality levels are monitored closely by Class Teachers and Leadership Team. Attendance and lates are reported formally on school reports. The school works with families to support them, where a child is repeatedly late, absent, or repeatedly collected late at the end of a school day.

At the end of each half term attendance and lates are analysed by the leadership team. Please see below a flow chart of the actions that will be taken by the school:

