

Attendance Policy



مدارس دبي
DUBAI SCHOOLS
البرشاء
AL BARSHA



Attendance Policy

Vision

At Dubai Schools Al Barsha, our vision for attendance is to ensure that all students **attend school every day**, are **punctual** each morning and for their lessons, while feeling **supported by the school** with their **general health and wellbeing**.

Values

Very good student attendance (96% plus) and punctuality - Linked to the school core value of *Academic Quality*.

Excellent support for students' general health and wellbeing – Linked to the school core value of *Trust and Empathy*.

Stakeholders Support

At Dubai Schools Al Barsha we understand that **very good attendance and punctuality** requires the support (and mutual cooperation) of the following three key stakeholders:

- **Students** - To attend school each day and be on time for Morning Meetings and lessons.
- **School** - To ensure accurate and timely registers, along with systems to monitor and support student attendance.
- **Families** – To work with the school to ensure students have very good attendance and consistent punctuality.

Evidence: Attendance and Achievement

At Dubai School Al Barsha, we believe **the link between attendance and achievement is supported by empirical evidence**. The most recent research into this link was conducted by the **Department for Education in England** in a detailed report of **over half a million students** over several years. This report was published in **March 2025** and the findings were as follows:

- **At all ages**, the higher the 5% attendance band a student was in, the more likely they were to achieve a successful outcome in their assessments.
- **For 11-year-olds** with an attendance of 95% to 100%, they were 1.3 times more likely to achieve the expected standard in reading, writing and Math compared to students who had an attendance rate of 90% to 95%.
- **For 14 to 16-year-olds**, students who attended school nearly every day (with an attendance rate of 95% to 100%) were 1.9 times more likely to achieve the expected grade in English and Math compared to students who attended 90% to 95% of the time and 3 times more likely than persistently absent pupils, with an attendance rate of 85% to 90%.
- **For 14 to 16-year-olds**, even at the very lowest levels of the attendance scale, students with an attendance rate of just 50% to 55% attendance were still 1.6 times more likely to achieve the expected grade in Math and English than students who were severely absent (students with an attendance rate under 50% in an academic year).

Daily Attendance and Punctuality (Stage 1)



To ensure we have **optimum attendance and punctuality procedures** at Dubai Schools Al Barsha, all staff use ISAMS to record attendance each morning. Below are the following **expectations for all staff to ensure registers are accurate, timely and for fill safeguarding requirements:**

Stage 1 – Teachers / Administration Team (Reception Staff):

- Registers are taken between 7.55am and 7.59am by all teachers. Late arrivals after 8.00am registered by Reception as late.
- All registers are then checked by the PA to SLT for accuracy and compliance.
- An SMS is sent out to parents notifying if any student is recorded as an unauthorized absence (by the PA to the Principal).

Attendance and Punctuality (Stages 2 to Stage 5)

To support students at Dubai Schools Al Barsha, we have the following **staged system and procedures for attendance**. This support has been put in place to ensure **early and proactive measures are taken to improve attendance**, along with the school outlining its **high expectations** during these meetings in terms of students attending school each day and on time.

DSB Attendance Flow Chart: Absence Procedures and Stages

Stage 1 – Teachers / Administration Team (Reception Staff):

- Registers are taken between 7.55am and 7.59am by all teachers. Late arrivals after 8.00am registered by Reception as late.
- All registers are then checked by the PA to SLT for accuracy and compliance.
- An SMS is sent out to parents notifying if any student is recorded as an unauthorized absence (by the PA to the Principal).

Stage 2 – Administration Team (Reception Staff):

- The first instance where any student has had **3 or more days** of unauthorized absence in one term (separate or cumulative), the Admin Team (Reception Staff) are to contact parents and send Stage 2 letter template with attendance figure and expectations to parents. These figures are to be checked on a weekly basis by the Reception staff.

Stage 3 – Associate Principal, Assistant Principals and Dean of Students:

- The second instance where any student has had **6 or more days** of unauthorized absence in one term (separate or cumulative), APs are to meet with parents and send summary letter with action(s) via ISAMS.

Stage 4 – Elementary and Secondary Principal:

- Elementary Principal (KG1 to Grade 5) and Head of Secondary (Grade 6 to Grade 9).
- The third instance where any student has had **9 or more days** of unauthorized absence in one term (separate or cumulative), HoS are to meet with parents and send summary letter with action(s) to parents.

Stage 5 – Principal – Students with 12 days or more of unauthorized absence are to meet with Principal.

Authorized Absence (Requests)

To **maximize learning time** for students at Dubai Schools Al Barsha, we have a high **threshold** for authorizing parent absence requests. This high threshold includes requests such as:

- **Medical emergencies** for the student themselves or a family member that may involve travelling must be supported by a range of formal evidence and a [Leave Form](#) must be completed.
- This leave request will then be subject to approval from the Senior Leadership Team (SLT).
- **Religious observances.**
- Other requests will be looked at on a case-by-case basis, taking into account the high threshold.

Authorized Absence (Evidence)

To support the school in maintaining accurate attendance records, **parents must provide evidence** at the following points:



- In the event of a student's illness, authorization for a two-day consecutive absence is granted. **Commencing from the 3rd day, parents are required to submit a sick leave letter to reception** (DSBReceptionBlockA@dubaischools-albarhsa.ae for KG1 to Grade 3 or DSBReceptionBlockB@dubaischools-albarsha.ae for Grade 4 to Grade 9).

Attendance Rewards (authorized attendance is excluded)

Weekly:

- Certificate from Grade Level Leader (GLL) for best student attendance.
- Certificate from Grade Level Leader (GLL) for best class attendance.
- Weekly “Attendance Champions” who have achieved 100% attendance.

Half-Termly:

- Letter of commendation from the school if attendance is above 95%.
- Letter of commendation from the school if attendance is 100%.
- Attendance competitions and challenges.
- Monthly “Attendance Champions” who have achieved 100% attendance.
- Reward trips based on attendance.

Termly:

- Letter of commendation if attendance is above 95%.
- Letter of commendation if attendance is 100%.
- Attendance competitions and challenges.
- Reward trips based on attendance.

Yearly:

- Letter of commendation if attendance is above 95%.
- Letter of commendation if attendance is 100%.
- Reward trips based on attendance.

Roles and Responsibilities

Homeroom Teacher (HRT):

- The Homeroom Teacher has the **primary responsibility** for ensuring students **attendance and punctuality** is recorded



daily via the ISAMS system by 8.00am.

- Between 7.55am and 7.59am the register is taken by the Homeroom Teacher (or cover teacher) and saved on ISAMS.
- If students are present (physically in the classroom and seen by the teacher) they are marked in school with a “/”.
- If students are not present (not physically in the classroom and not seen by the teacher) they are marked with “O”.
- Teachers are not to leave any boxes on the register blank for any reason.
- Any student who arrives at school after 8.00am will be marked “L” for late by Reception Staff and the ISAMS system will be updated to reflect this.
- On a daily basis, Homeroom Teachers should follow up on any students who are absent by contacting parents via email, ISAMS, SeeSaw or phone calls. This communication is key to supporting the general health and wellbeing of the student.
- The Homeroom Teacher should check on the wellbeing of their students when unwell and send any work that needs to be completed via online platforms (e.g. IXL), so the student does not miss out on any learning.
- If safeguarding issues arise linked to attendance or punctuality, please **contact a member of the Safeguarding Team immediately and record this on the online safeguarding platform.**

Grade Level Leader (GLL):

- To ensure that **attendance is “Very Good” (96% plus) for the academic year in their grade level and to continually address areas of concern** to improve this **with their team.**
- To ensure that all staff in their grade level **complete all Attendance Reviews** fully, on time, meet with parents and write up / complete all follow up actions.
- To ensure **all low attendance or absences are followed up** by the grade level team daily and weekly (through regular parental communication).
- To use the daily and weekly attendance data to follow up on any student absences.
- To **ensure that work is uploaded** for students to online platforms when requested for their grade level by the Campus Leadership Team (CLT) or Grade Level Leader (GLL).
- To ensure the whole grade level team **promotes high attendance** in all assemblies and Morning Meetings, along with any whole school attendance competitions.
- Ensure **meetings with parents take place regularly** to address low attendance and support them with clear actions.

Administration Team:

The **Administration Team** are responsible for **marking students late** after 8.00am, following up on **unauthorized absence**, logging and checking **authorized absences** via ISAMS, **contacting parents** if students are unaccounted for and making sure **all registers are accurately and fully completed by staff** on time.

Administration Team (Daily Procedure):

- From **8.00am onwards**, the Administration Team will note down the students who are late to school and mark as “L”



for late on ISAMS. This list to be sent to the Dean of Students by 9.00am for follow up.

- **At 8.30am**, registers are also checked for compliance by Reception Staff or the PA to SLT. Staff are then emailed if there are issues with registers being incomplete.
- **At 8.45am**, a notification (SMS or ISAMS message) is sent to all parents of students with an unauthorized absence recorded on ISAMS that morning by Reception Staff or the PA to Principal.
- **By 9.00am**, all registers should be fully completed and accurate.
- **Any concerns in regard to Safeguarding must at this point be emailed to the Safeguarding Team between 9.00am and 9.30am to take any action necessary and contact parents or other agencies (if needed).**
- **By 10.30am**, a **whole school attendance report** is sent by the Dean of Students (DoS) to all staff to address any key concerns at school, grade or homeroom level. This report includes **analysis** of the data and **actions** for staff.
- There will also be a weekly attendance analysis report from the Dean of Students for staff to action.
- If any member of staff **does not complete their registers in a timely and accurate manner**, the following process will be followed by the school:

Stage Process for not Completing Registers
Weekly: Stage 1 - First time that week - Email from PA to SLT Stage 2 - Second time that week - Meeting with and email from LM Stage 3 - Third time that week - Meeting with and email from HoS & HR Termly: Stage 1 - Twice in a term - Email from PA to SLT Stage 2 - Four in a term - Meeting with and email from LM Stage 3 - Six in a term - Meeting with and email from HoS & HR

Campus Leadership Team (CLT):

- To ensure that student **attendance and punctuality processes are followed by all staff**, including monitoring of whole school, grade level and group cohorts of students.
- To ensure that **students who have below the minimum expected attendance (95%) are supported through the staged attendance process** with meetings, follow-up actions and a confirmatory ISAMS message.

Attendance Stages:

Stage 2 – Administration Team (3 days of absence)

Stage 3 – Assistant / Associate Principals, Dean of Students and Head of Inclusion (6 days of absence)

Stage 4 – Heads of Schools (9 day of absence)

Stage 5 – Principal (12 days or more of absence) - At this stage **Knowledge Fund (KF) may be made aware**, and this could **impact on a student's scholarship funding**.

Parents:

- To ensure their child **attends school** for each of the KHDA approved **182 academic days** as per the school calendar.



- To ensure their child is **punctual to school** and **punctual to all lessons** in the day.
- To contact the school **before 7.30am** if their child is unwell and gives the school regular updates (daily) on their status.
- To ensure they **remind their child of the importance of school attendance** and to **help minimize any days lost through illness** where possible. Please remember the school has medical provision on site, including nurses.
- To ensure that **all attendances are authorized with medical notes from medical practioners**. These should be emailed or brought to reception for validation by the school.
- To ensure **no absences during the school academic year are unauthorized**.
- **STS Bus Service Users:** To ensure their child is on time for the bus pick-up in the morning and support the school in ensuring their child does not delay the bus departure time of 2.30pm (Monday to Thursday) or 11.45am (Friday).
- **Car Riders:** To ensure their child is dropped off on time for Morning Meeting each day and that they collect their child from school after 2.30pm (Monday to Thursday) and by 11.45am (Friday). Gates are open from 7.30am.
- **No early collection is permitted** without the express permission and written consent (in advance) of the Principal or with supporting and approved evidence.
- To **attend any attendance or punctuality support meetings** with the school to help improve your child's attendance.
- To understand **if attendance falls below the expected level of 95%, KF may be made aware and scholarship funding could be partially or wholly removed**. This is always a last resort for Dubai Schools Al Barsha.

Students:

- To **attend school each day** for Morning Meeting.
- To ensure students **attend each lesson** in the school day on their schedule.
- To ensure they are **punctual (not late) to lessons**, recesses or assemblies.
- To ensure students are **not late for the STS Bus Service** each day **or their car rider collection** at 2.30pm each day (Monday to Thursday) and at 11.45am (Friday).
- To **work with the school and their parents to maintain or improve their attendance** during the 182 days of school.





