

|                  |     |             |                            |
|------------------|-----|-------------|----------------------------|
| Reference number | E11 | Policy name | Attendance and Punctuality |
|------------------|-----|-------------|----------------------------|

|                    |                   |                     |           |
|--------------------|-------------------|---------------------|-----------|
| Person responsible | MWR               | Date of next review | June 2027 |
| Policy links       | E1, E6, E6(a), J2 |                     |           |

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Vision, mission and values | Promote positive attendance and punctuality for all students, allowing them to maximize their exposure to the curriculum, in order to provide them with the necessary skills and knowledge to thrive.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Rationale                  | <p>Attendance is the foundation for academic success, underpinning all aspects of personal development. At Uptown International School we aim to meet our obligations with regards to attendance and punctuality by:</p> <ul style="list-style-type: none"> <li>• Promoting excellent attendance and punctuality, reducing absence, including persistent absence.</li> <li>• Ensuring every student has access to full-time education to which they are entitled to.</li> <li>• Acting early to address patterns of absence and working with families to provide the necessary support.</li> </ul> <p>We shall assist parents in performing their legal duty to ensure their children attend school regularly, and will promote and support punctuality in attending lessons. Excellent attendance to school leads to high grades, good records and better references for young people's futures. A poor attendance record to lessons means that students miss key ideas and skills needed to achieve their expected academic progress. UIS takes attendance very seriously and will not tolerate any absence without good reason.</p> |

|               |                                                                                     |      |           |
|---------------|-------------------------------------------------------------------------------------|------|-----------|
| WSLT sign off |  | Date | June 2026 |
|---------------|-------------------------------------------------------------------------------------|------|-----------|

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## FRAMEWORK & DUBAI CONTEXT

UIS actively promotes excellent attendance for all students and recognises that regular attendance is essential to academic progress, wellbeing, and belonging. The responsibility for raising and promoting attendance is shared by parents, students, and by all school staff. By co-operating and working together we can improve attendance and this in turn will raise achievement. All members of school staff have a responsibility for identifying trends in attendance and punctuality. We strive for attendance that is consistently outstanding for all groups of students, in line with the following KHDA attendance parameters per academic year:

| <b>KHDA Definitions</b> | <b>Attendance (%)</b> | <b>Days Absent</b>               |
|-------------------------|-----------------------|----------------------------------|
| Outstanding             | 98%                   | No more than three days absent   |
| Very Good               | 96%                   | No more than seven days absent   |
| Good                    | 94%                   | No more than eleven days absent  |
| Requires Development    | 92%                   | No more than fifteen days absent |
| Weak                    | Less than 92%         | Fifteen or more days             |

Note: 'Days Absent' includes both authorized and unauthorized days off school. The only days off school which do not count as an absence are absences classed as having educational value e.g. trips, school representation and exams etc.

**In accordance with UAE law, the school reserves the right to consider the child's place in the school. If they are absent for more than twenty consecutive days, or a total of twenty-five or more days within a single academic year, the school reserves the right to exclude a child, ask them to repeat a year or withdraw the offer of a place for the following academic year.**

## ROLES AND RESPONSIBILITIES

All adults working with or on behalf of UIS students have a responsibility to ensure they attend school regularly. There are, however, key people within the school and its wider organization who have specific responsibilities.

### TAALEEM CENTRAL OFFICE

- Hold UIS Senior Leadership Team to account for the implementation of this policy.
- Monitor attendance figures for UIS on a consistent basis.

### PRINCIPAL

- Ensure this policy is implemented consistently across all phases of the school.
- Monitors attendance across the school as part of regular reporting to Taaleem Central Office.
- Conducts regular policy review and ratification.

### THE SENIOR LEADERSHIP TEAM

- Ensure this policy is effectively communicated to key stakeholders within the school.
- Ensure effective systems and protocols are put in place and implemented to track and manage attendance in all phases.
- Engages with staff, parents, external agencies and the wider community to raise student attendance.
- Ensure the school's pastoral team takes the necessary early intervention to support students with low attendance.

## GRADE LEVEL LEADERS

- Running weekly attendance reports via iSAMS to pick up any trends/concerns.
- Communicating concerns to parents.
- Informing the designated senior team member where there are concerns and acting upon them.
- Excellent and improved attendance will be recognised and celebrated through assemblies, certificates, rewards and positive communication with families.
- Introduction of attendance interventions such as:
  - attendance contracts,
  - mentoring,
  - safeguarding review,
  - counselling support,
  - reintegration plans,
  - reduced timetables (where appropriate),
  - external agency referrals,
  - pastoral support plans.

## TEACHING STAFF

Early Years Teachers are responsible for:

- Completing the register every morning by 7:50am.
- Checking the generated daily attendance report to ensure late students are entered and absences are recorded.
- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/or unusual explanations for attendance offered by students and their parents.
- Informing the designated senior team member where there are concerns and acting upon them.
- Organising an individual student monitoring and reward system for target students with poor attendance.
- Emphasising with students the importance of good attendance and punctuality.
- Discussing attendance issues at parent/teacher conferences when necessary.
- Setting an example by arriving promptly to lessons.

Primary Teachers are responsible for:

- Completing the register every morning by 7:50am.
- Ensuring lesson registration is completed by Arabic and Islamic staff in mixed classes.
- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/or unusual explanations for attendance offered by students and their parents.
- Informing the designated senior team member where there are concerns and acting upon them.
- Organising an individual student monitoring and reward system for target students with poor attendance.
- Emphasising with students the importance of good attendance and punctuality.
- Discussing attendance issues at parent/teacher conferences when necessary.
- Setting an example by arriving promptly to lessons.

Secondary Teachers are responsible for:

- Completing Lesson 1 registers by 7:50am
- Ensuring lesson by lesson registration is completed within the first ten minutes.
- Keeping an overview of class and individual attendance looking particularly for either poor overall

attendance, anomalies in patterns of attendance and/or unusual explanations for attendance offered by students and their parents.

- Communicating concerns to parents.
- Organising an individual student monitoring and reward system for target students with poor attendance.
- Emphasising with students the importance of good attendance and punctuality.
- Setting an example by arriving promptly to lessons.

## SCHOOL RECEPTIONISTS

Early Years Receptionist is responsible for:

- Checking that attendance registers have been completed by 8:10am and email teachers if they have not been completed.
- Emailing the daily generated attendance report by 9:00am to teachers
- Ensuring that unexplained absences are followed up with a phone call on the first day of an absence and iSAMS is updated.
- Ensuring that Late Slips are issued and the lateness is entered in iSAMS.
- Providing requests from staff for information regarding attendance including running reports and statistics.
- Monitoring individual attendance on a weekly basis where concerns have been raised.
- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/or unusual explanations for attendance offered by students and their parents and reporting concerns to teachers and senior leaders.
- Sending concern letters to parents when requested to do so by the Head of School/designated Senior Team member.

Primary Receptionist is responsible for:

- Checking that attendance registers have been completed by 8:10am and email teachers if they have not been completed.
- Ensuring that unexplained absences are followed up with a phone call on the first day of an absence and iSAMS is updated.
- Ensuring that Late Slips are issued and the lateness is entered in iSAMS.
- Providing requests from staff for information regarding attendance including running reports and statistics.
- Monitoring individual attendance on a weekly basis where concerns have been raised.
- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/or unusual explanations for attendance offered by students and their parents and reporting concerns to teachers and senior leaders.
- Ensuring request for leave is completed by parents.
- Sending concern letters to parents when requested to do so by the Head of School/designated Senior Team member.

## RECORDING ATTENDANCE

An accurate and consistent registration system throughout UIS to monitor absence and lateness is essential in order to enable absenteeism to be tackled. It is important to ensure that students are aware that registration is taking place and is of utmost significance.

All teachers are to register students via iSAMS using the school registration codes.

In Secondary, registers are taken every lesson. All registers must be taken **within 10 minutes** of the start of each period via iSAMS. In the event a member of staff is unable to take a register via iSAMS, they must send an email register, or a paper register to the attendance team.

## FAILURE TO COMPLETE THE REGISTER

If a member of staff fails to complete a register the following steps will be followed:

- First instance - an email reminder will be sent to the teacher by the relevant receptionist, cc'd to the relevant Head of School/Deputy Head of School
- Second instance - an email reminder will be sent to the teacher by the relevant receptionist, cc'd to the relevant Head of School/Deputy Head of School A formal discussion will take place with the Head of School/Deputy Head of School to support the staff member with strategies to ensure register completion
- Third instance - a disciplinary letter will be issued by the Principal and placed on the teacher's record for a period of six months.

## ABSENCES

Student absence from UIS, without an acceptable cause, is considered a safeguarding matter. This is why information about the cause of any absence is always required.

Expectations:

- Students are expected to attend school every day unless they are ill or have another authorised reason for absence.
- Parents must inform the school of the reason for any absence before 8:00am on the day it occurs.
- Absences must be supported by appropriate documentation (e.g., medical certificate) where required.
- Family holidays during term time are strongly discouraged and will not be authorised except in exceptional circumstances.
- Educational absences may include approved sporting representation, curriculum-linked visits, examinations, university visits or other activities deemed educationally beneficial by the school.

Consequences:

- First unauthorised absence: Reception to call home, discussion with student.
- Further Incidents: Second incident of unauthorised absence: Parental meeting with Home Room teacher to discuss concerns.
- Continued Absence: Four incidents of absenteeism, (attendance falls below 94%) in a short period of time such as a month or an academic term: GLL to warn student. Parental meeting with Grade Level Leader and Student Monitoring Report implemented.
- Persistent unauthorised absence: Seven incidents of absenteeism (attendance falls below 92%) in a short period of time such as a month, will be escalated to Senior Leader meeting with parents. Parents and student to sign a written pledge not to repeat. Formal warning letter(s) issued.

- Repeated absence, patterns of absence, persistent lateness or sudden changes in attendance may be indicators of safeguarding concerns, including neglect, emotional wellbeing concerns, child-on-child harm, exploitation, mental health needs or wider family vulnerabilities. Attendance concerns will therefore be considered alongside safeguarding information held by the school and may result in referral to the Designated Safeguarding Lead (DSL), external agencies or the KHDA/CDA where appropriate.
- Students returning from extended absence may attend a reintegration meeting to support successful transition back into school

**Vulnerable Students:** The school recognises that some students may require additional attendance support due to safeguarding, SEND, medical, emotional wellbeing or family circumstances. Attendance data for vulnerable groups will be monitored regularly by inclusion, pastoral and safeguarding teams to ensure early intervention and appropriate support.

Where attendance concerns are linked to emotional wellbeing, anxiety or emotionally based school avoidance (EBSA), the school will work collaboratively with parents, safeguarding staff, counsellors and external professionals to implement supportive intervention strategies.

## UNPLANNED ABSENCE

- Parent/carers must notify the school on the first day of an unplanned absence – for example, if their student is unable to attend due to ill health – by 8:00 am or as soon as practically possible.
- Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness.
- If the authenticity of the illness is in doubt, the school may ask parents to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.
- If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

**Please note:** Only the school may authorise an absence. A parent informing the school of a reason for absence does not automatically mean the absence will be authorised.

## LEAVE OF ABSENCE REQUESTS

For planned absences, parents must request leave in advance. All parents are required to complete and submit the UIS Application for Leave of Absence Form.

- Completed forms must be submitted for approval no less than one week prior to the planned absence.
- Completed forms should be sent to [primaryoffice@uptownschool.ae](mailto:primaryoffice@uptownschool.ae) (Primary Reception) or [secondaryoffice@uptownschool.ae](mailto:secondaryoffice@uptownschool.ae) (Secondary Reception).
- The school will review the request and communicate to the parent in due course, prior to the planned absence.
- Planned absences from school will count towards overall attendance figures, unless it is deemed to be educational – for example for an approved sporting or academic event.

## **PUNCTUALITY**

Punctuality is a key life skill and a sign of respect for others' time. When students arrive late to school or lessons, it disrupts learning not only for themselves but for their peers as well. Consistently arriving on time sets a positive tone for the day, supports academic progress, and promotes a culture of responsibility and readiness to learn.

Teaching the value of time management helps prepare students for the demands of adult life. For students in primary school, we understand that lateness is often out of their control, and as such consequences such as detentions do not apply.

Expectations:

- Students must be in their lessons by 7:40am each day.
- Punctuality to lessons is essential to ensure learning time is maximised. Students must arrive to lessons no later than three minutes after the lesson commences.

Consequences:

- First Incident: Verbal reminder and recorded.
- Further Incidents: The fifth incident of tardiness in a short period of time such as a month: Detention and parental notification.
- Continued Lateness: The eighth incident of tardiness in a short period of time, such as a month: Parental meeting with GLL and introduction of Student Progress Report. Parents and student to sign a written pledge not to repeat.
- Persistent Lateness: For students who are persistently late to school (below 80% punctuality record), this will be escalated to Senior Leader meeting with parents. Formal warning letter(s) issued.
- In severe cases, the school may decide to serve written notice announcing refusal to re-enrol the student in the school for the following academic year.
- The same will also apply to lateness to lessons during the school day.

## **STUDENTS CAUSING A CONCERN**

In cases where there are concerns, the Home Room teacher/Grade Level Leader should use a range of strategies to try to improve attendance and punctuality such as:

- Early communication with parents – using the Primary Attendance Concern letter template or the Secondary Attendance Concern letter template
- Attendance and punctuality reports with associated rewards/sanctions
- Setting specific attendance and punctuality targets and goals for achieving these targets
- Phone calls or letters home – acknowledging positive or negative performance
- The offer of student support counselling to help address concerns and provide intervention support.
- Printouts of attendance reports to inform parents where there are concerns, as well as routinely checking them
- Child Planning Meeting with parents to set up fixed period attendance/punctuality target monitoring
- Loss of personal time

## **SECONDARY STUDENTS LEAVING SCHOOL**

Leaving by taxi: If students wish to leave school in a taxi, parents must provide verbal or written permission to the secondary office. The secondary office would then follow up with a phone call if an email has not been received before providing the pink slip. Only students over the age of thirteen will be permitted to do so.

Leaving on foot: Students wishing to walk home via the Shorooq gate, must have a gate pass. Students cannot leave by foot through any other school exit (Tripoli Street or Algeria Road).

Leaving Early: Parents wishing to take their children out of school during the day will need to request a pink slip from the secondary office. Parental permission (verbal or written) needs to be provided in order for the pink slip to be issued directly to the student.

## Appendix 1 – School Registration Codes

| School Registration Codes               | Counted as                                            |
|-----------------------------------------|-------------------------------------------------------|
| No Reason Yet Provided For Absence [N]  | Absent                                                |
| Illness [I]                             |                                                       |
| Medical / Dental Appointments [M]       |                                                       |
| Other Known Circumstances [C]           |                                                       |
| Unauthorised Absence [O]                |                                                       |
| Religious Observance [R]                |                                                       |
| Family Holiday (Agreed) [H]             |                                                       |
| Music lesson [Q]                        | Present                                               |
| Educational Visit or Trip [V]           |                                                       |
| Approved Sporting/Academic Activity [P] |                                                       |
| Distance Learning [D]                   |                                                       |
| Distance Learning Late [B]              |                                                       |
| Quarantine or Close Contact [A]         |                                                       |
| Not yet on roll [Z]                     | Not included in the computation<br>Counts as presence |
| Class exemption [K]                     |                                                       |
| School Closed To Pupils [#]             |                                                       |
| Exclusion [E]                           |                                                       |
| Interview [J]                           |                                                       |
| Work Experience [W]                     |                                                       |
| Study Leave [S]                         |                                                       |

## Appendix 2 – UIS Application for Leave of Absence

### UIS APPLICATION FOR LEAVE OF ABSENCE (STUDENT)

| IMPORTANT INFORMATION FOR PARENTS |               |                            |
|-----------------------------------|---------------|----------------------------|
| KHDA Definitions                  | Percentage    | Days off per academic year |
| Outstanding                       | 98% and above | No more than three days    |
| Very Good                         | 96 - 97.9%    | No more than seven days    |
| Good                              | 94 – 95.9%    | No more than eleven days   |
| Requires Development              | 92 – 93.9%    | No more than fifteen days  |
| Weak                              | Less than 92% | Fifteen days or more       |

- Leave requests should be submitted to the primary or secondary office, via this form, in advance of the period of leave [primaryoffice@uptownschool.ae](mailto:primaryoffice@uptownschool.ae) [secondaryoffice@uptownschool.ae](mailto:secondaryoffice@uptownschool.ae)
- Leave during exam periods and other important school events should be avoided.

|                                 |  |                                     |  |
|---------------------------------|--|-------------------------------------|--|
| Student Name                    |  |                                     |  |
| Grade                           |  | Class/Form                          |  |
| Details of the Proposed Absence |  |                                     |  |
| From                            |  | To                                  |  |
| Reason for Absence              |  |                                     |  |
| Total Number of Days Proposed   |  | Total Days Taken this Academic Year |  |

| PARENTAL AGREEMENT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| <b>Missed Learning</b><br>I understand that the school will not supply work for my child for the duration of the absence, unless otherwise agreed by the Principal. During the absence, I will support my child by:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |      |
| <b>PRIMARY</b> <ul style="list-style-type: none"> <li>✓ Reading daily and providing opportunities for writing (e.g. keeping a journal)</li> <li>✓ Practicing maths skills (e.g. number bonds, times tables)</li> <li>✓ Any other activities as advised by the class teacher.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |      |
| <b>SECONDARY</b> <ul style="list-style-type: none"> <li>✓ Ensuring they liaise with their teachers to complete any work missed.</li> <li>✓ Submit schoolwork and homework as required on the designated platforms, ensuring deadlines are met.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |      |
| <b>Agreement</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> I confirm that the information on this form is true.</li> <li><input type="checkbox"/> I understand that this leave may have a negative impact on my child's academic achievement and that it is my child's responsibility to work with the teacher to complete necessary classwork and assessments.</li> <li><input type="checkbox"/> I agree to keep the school informed of any changes to my travel arrangements or if my child is unable to return to school on the due date.</li> <li><input type="checkbox"/> I am aware that if my child does not return to school by the date provided, he/she may lose their place at this school.</li> <li><input type="checkbox"/> I am aware of my role as a parent in supporting the continuation of my child's learning</li> </ul> |      |
| Signature of Parent                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Date |

| FOR SCHOOL USE ONLY |     |  |    |  |         |  |   |
|---------------------|-----|--|----|--|---------|--|---|
| Attendance Record   | P   |  | H  |  | A       |  | L |
| Authorise?          | Yes |  | No |  | Partial |  |   |
| Signed              |     |  |    |  | Date    |  |   |

## Appendix 3 – Primary Attendance Concern – Parent Letter

Dear XXXXX,

I hope you are well.

I am reaching out regarding your child's current attendance figures, as our recent records show that their attendance is below our school expectations at this time.

At Uptown International School, we understand that there can be many reasons affecting attendance, and we are committed to working closely with families to support every child's wellbeing, learning, and overall success. Regular attendance plays an important role in helping students feel confident, settled, and fully engaged in both their academic progress and social development.

As a school, we actively and positively encourage excellent attendance for all students, as we recognise that consistent attendance provides a strong foundation for both academic achievement and personal growth.

Please be reminded of the attendance expectations, as set out by the KHDA in the Schools' Inspection Framework:

| <b>KHDA Definitions</b> | <b>Percentage</b> | <b>Days off per academic year</b> |
|-------------------------|-------------------|-----------------------------------|
| Outstanding             | 98% and above     | No more than three days           |
| Very Good               | 96 - 97.9%        | No more than seven days           |
| Good                    | 94 – 95.9%        | No more than eleven days          |
| Requires Development    | 92 – 93.9%        | No more than fifteen days         |
| Weak                    | Less than 92%     | Fifteen days or more              |

Please see the attendance report for xxxxxxxx below.

| ATTENDANCE RECORD:       |                |              |
|--------------------------|----------------|--------------|
| Date From - Date to 22nd |                |              |
|                          | Number of Days | Percentage % |
| Present (P)              |                |              |
| Illness (I)              |                |              |
| Holiday (H)              |                |              |
| Educated Off-Site (T)    |                |              |
| Unauthorised Absence (O) |                |              |

If there is anything impacting your child's attendance that you would like to discuss, please do not hesitate to reach out so that we can support you together.

Kind Regards,

**Name**  
**Job Title**

## Appendix 4 – Primary Attendance Concern – Senior Leader Parent Letter

Dear XXXXX,

Dear xxxxx,

I am contacting you regarding your child's attendance figures. Our latest records show that your child is not currently meeting our attendance expectations, as recommended by the KHDA.

As you are aware, UIS actively and positively promotes excellent attendance for all students, as we recognise the importance of outstanding attendance as a foundation for academic learning and personal development.

Please be reminded of the attendance expectations, as set out by the KHDA in the Schools'

Inspection Framework:

| <b>KHDA Definitions</b> | <b>Percentage</b> | <b>Days off per academic year</b> |
|-------------------------|-------------------|-----------------------------------|
| Outstanding             | 98% and above     | No more than three days           |
| Very Good               | 96 - 97.9%        | No more than seven days           |
| Good                    | 94 – 95.9%        | No more than eleven days          |
| Requires Development    | 92 – 93.9%        | No more than fifteen days         |
| Weak                    | Less than 92%     | Fifteen days or more              |

Please see the attendance report for xxxxxxxx below.

| <b>ATTENDANCE RECORD:</b> |                |              |
|---------------------------|----------------|--------------|
| Date From - Date to 22nd  |                |              |
|                           | Number of Days | Percentage % |
| Present (P)               |                |              |
| Illness (I)               |                |              |
| Holiday (H)               |                |              |
| Educated Off-Site (T)     |                |              |
| Unauthorised Absence (O)  |                |              |

If there is anything impacting your child's attendance that you would like to discuss, please do not hesitate to reach out so that we can support you together.

Kind Regards,

**Name**  
**Job Title**

## Appendix 5 – Secondary Attendance Concern - Parent Letter

Date:

Dear Parent,

I am contacting you with regards to your child's attendance figures. Our latest records show that your child is not currently meeting our attendance expectations

| <b>KHDA Definitions</b> | <b>% Attendance</b> | <b>Days absent per year</b> |
|-------------------------|---------------------|-----------------------------|
| Outstanding             | 98%                 | No more than three days     |
| Very Good               | 96%                 | No more than seven days     |
| Good                    | 94%                 | No more than eleven days    |
| Requires Development    | 92%                 | No more than fifteen days   |
| Weak                    | Less than 92%       | More than fifteen days      |

KHDA state that a student must not take more than 20 consecutive or 25 non-consecutive days off per academic year. Students who are unable to maintain a satisfactory attendance record, run the risk of having to repeat the Grade, as this would equate to more than 150 hours of missed instructional time over the academic year.

We understand that there are always going to be times when a student is unwell, and of course in this case, students should remain at home. However, it is important to note that a student's attendance is calculated by the number of days present in school and that any days not attended, for any reason (known illnesses, approved holidays, family weddings etc.), will impact on this figure. Students involved in school events, squad representations, visits or trips are always marked as 'attending' school, even if they are not on campus, and therefore does not count towards their overall absent totals.

As attendance is calculated on the percentage of days attended, your child's attendance figures will naturally increase as the year progresses, so long as there are no more days off. As such, we would like to encourage you to please ensure that your child attends school regularly going forwards to enable them to meet the necessary requirements set out by the KHDA by the end of the academic year.

Should you have any questions, please let me know.

Kind regards,

Home Room Teacher

## Appendix 6 – Secondary Attendance Concern – Senior Leader Parent Letter

Date:

Dear xxxxx,

I am contacting you regarding your child's attendance figures. Our latest records show that your child is not currently meeting our attendance expectations, as recommended by the KHDA.

As you are aware, UIS actively and positively promotes excellent attendance for all students, as we recognise the importance of outstanding attendance as a foundation for academic learning and personal development.

Please be reminded of the attendance expectations, as set out by the KHDA in the Schools' Inspection Framework:

| <b>KHDA Definitions</b> | <b>Percentage</b> | <b>Days off per academic year</b> |
|-------------------------|-------------------|-----------------------------------|
| Outstanding             | 98% and above     | No more than three days           |
| Very Good               | 96 - 97.9%        | No more than seven days           |
| Good                    | 94 – 95.9%        | No more than eleven days          |
| Requires Development    | 92 – 93.9%        | No more than fifteen days         |
| Weak                    | Less than 92%     | Fifteen days or more              |

Please see the attendance report for xxxxxxxx below.

| ATTENDANCE RECORD:       |                |              |
|--------------------------|----------------|--------------|
| Date From - Date to      |                |              |
|                          | Number of Days | Percentage % |
| Present (P)              |                |              |
| Illness (I)              |                |              |
| Holiday (H)              |                |              |
| Educated Off-Site (T)    |                |              |
| Unauthorised Absence (O) |                |              |

If you would like to discuss your child's attendance with us, please do not hesitate to get in touch to arrange an appointment.

Kind Regards,