

ATTENDANCE & PUNCTUALITY POLICY

Our Vision

Empowering students with values and skills to excel in a dynamic world.

Our Mission

To deliver high-quality, forward-thinking education that equips every student with the knowledge, skills, attitudes and global competencies to excel.

To create a nurturing, inclusive environment where all learners are enabled to contribute meaningfully to their communities and beyond.

To inspire a passion for discovery, nurture innovative mindsets.

To develop individuals to embrace every learning experience, build emotional and mental fortitude and a growth mindset to navigate challenges confidently.

Introduction

Sabari Indian School is committed to providing an education of the highest quality for all our students and recognizes this can only be achieved by supporting and promoting excellent school attendance for all. This is based on the belief that only by attending school regularly and punctually will children be able to take full advantage of the educational opportunities available to them. High attainment depends on good attendance.

School's roles and responsibilities

All staff (teaching and support) at Sabari Indian School have a key role to play in supporting and promoting excellent school attendance and will work to provide an environment in which all our students are eager to learn, feel valued members of the school community and look forward to coming to school every day and on time.

A member of the Senior Leadership Team will oversee direct and co-ordinate the school's work in promoting regular and improved attendance and will ensure the Attendance Policy is consistently applied throughout the school.

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Promoting Regular Attendance:

Helping to create a pattern of regular attendance is everybody's responsibility - parents, students, and all members of school staff.

To help us all focus on this we will: -

- Report to parents during PTM on how your child is performing in school, what their attendance and punctuality rate is and how this relates to their attainment.
- Regular communication will be sent out to parents of students whose attendance is becoming a concern.
- Reward students with excellent attendance through certificates.
- Stress the importance of attendance at parent orientations and meetings.

Categorising Absence

- i) 'A' mark will be made in respect of each student who is absent on a particular day.
- ii) Authorised absences of two days for a valid reason like illness or family emergencies if communicated by a parent. Please note that for an authorised absence of more than two days, a medical certificate is required.
- iii) Unauthorised absence is when there has been no communication from a parent about an absence or if the absence is for two or more days and a medical certificate has not been received.

Persistent Absenteeism

A student becomes a 'persistent absentee' when their attendance record is a cause of concern.

Absence at this level is doing considerable damage to the child's educational prospects and we need parents' complete support and cooperation to tackle this. Some of the actions that may be taken by the school are:

1. Warning letter issued to parents by the school after recognition of ongoing absence problems.
2. Meeting with parents to establish circumstances.

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If your child is absent, you must: -

1. Contact the school as soon as possible on the first day of absence and inform us as to why your child is not in school.
2. Inform us if the absence is likely to be more than 1 day and obtain a medical certificate if you wish the absence to be recorded as Authorised Absence.
3. Keep us informed on any subsequent days of absence.

Punctuality Procedures

Frequently coming late is not acceptable. Students are expected to arrive at school and be present for the assembly in their uniform on time every day. It is very disruptive to their own education and that of others in their class if they are late. Late-arriving students also disrupt lessons, can be embarrassing for the child and can also encourage absence. Three late arrivals will amount to the child being marked absent for the day.

If your child misses the start of the day they will miss important work, information and news for the day.

The school requires students to be present in School for Assembly at 7:30 a.m.

Revised on 01 March 2026

This policy will be revised and updated on 30 March 2027.

Reviewed by:



Clara Martin
Principal
Sabari Indian School, Dubai