



Attendance and Punctuality Policy 2025-26

Policy Name	Attendance and Punctuality Policy AY2025-26
Adopted Date	September 2025
Review Date	September 2026
Approved by	Principal – Olivia Rumah



Vision:

At Oaktree Primary School, our vision is to nurture and challenge everyone in our learning community to be the best they can be.

Mission:

At Oaktree Primary School, our mission is to place children and families at the heart of everything we do, creating a vibrant, multicultural community school. Our aim is to create a safe, meaningful, and stimulating learning environment, where every day there is a magical journey of learning and enquiry for children to grow and be challenged to be the best people they can be. We aim to provide a child-centered, innovative, and inspiring curriculum developing lifelong learning skills. At Oaktree Primary School, we believe that we can achieve more when we share a common direction and a sense of community. Our mission is to embed an ethos of respect for each other and collaboration, valuing student, parent, and staff voices.

Values:

Oaktree Primary is a caring school, and we have defined four key values using the acronym 'CARE'

COLLABORATION: 'Sharing and Learning together'. Collaboration is working together in a team, contributing ideas and listening to each other to achieve our common goals.

ACHIEVEMENT: 'Be the best you can be.' Achievement is striving to attain your personal goals, demonstrating perseverance and resilience.

RESPECT: Respect each other and our environment'. Respect involves taking responsibility for each other. Respect is speaking to and interacting with others in a courteous manner. It is about being honest, reliable and trustworthy.

EMPATHY: 'Treat others with care and compassion'. Empathy means trying to understand other people's views or feelings and being supportive and caring towards them.

Introduction

Oaktree Primary School expects 100% attendance in all school days and punctuality to all lessons/activities for all students.

Absence from whole or part school days or late arrivals to lessons/activities will result in the student having less opportunity for supervised learning. This will increase the likelihood of having a negative effect on the outcomes of the student. Attendance will be monitored and recorded daily in Oaktree Primary School, and summary statistics reported to parents.

The official KHDA definition of attendance as per the Dubai Schools Inspection Bureau (DSIB) is:

- 98% Outstanding,
- 96% Very Good,
- 94% Good,
- 92% Acceptable,
- Below 92% Unacceptable ('Weak', 'Very Weak')

Responsibilities

- The Principal is responsible for ensuring the Attendance Policy and procedures are implemented and monitored in school and every member of the staff is aware of the contents of the policy.
- School staff are responsible for implementing the Attendance policy on a day-to-day basis, and for ensuring the correct procedure is followed.
- Parents are responsible for enabling and encouraging regular attendance and for notifying the school of any absence by a student, either retrospectively or in advance, as appropriate to the absence.

Expected Attendance

Expected attendance in Oaktree Primary School is five days a week (Monday to Friday) as per the school term time calendar approved by the KHDA.

The school day is as follows:

Phase	Start of the Day	End of the Day
FS (Foundation Stage)	7:15am doors open, 7:30am	12:00 am
Years 1 - 6 (Primary)	7:15am doors open, 7:30am	2:05pm



As per the KHDA regulations, Year 2 and above students who miss excessive days in any school year may be at risk of not being promoted to the next year group unless they have been legitimately excused from school because of special circumstances. If attendance falls below 94% due to excessive unauthorised absence, the implementation of Level 2 violation sanctions will be triggered.

Unauthorised Absence/Truancy:

The following absences are regarded as unauthorised:

- Shopping trips
- Unnecessary travel
- Family events (birthdays, visitors, etc.)
- Other non-essential reasons

Students are truant if they are absent from school without their Parents'/ Guardians' knowledge or consent, or if parents/guardians have colluded with the student so that they are absent without authorisation.

If a student is absent for one class or period during the day without authorisation, the student is considered as truant. The school will immediately inform the students' parents of incidents of truancy and shall at an appropriate time and date meet with the parents and student to address such behaviour. Following such incidents staff will closely monitor the students' attendance and implement the behaviour sanctions as stated in the policy below.

Unauthorised absence/truancy is strictly prohibited and considered a Level 2 violation:

Any unauthorised absences of 10 consecutive days or more may ultimately result in the removal of a child's place from the school permanently.

For repeated unauthorised absences of 15 days or more during the academic year, we may either permanently exclude a student or withdraw their place for the following academic year. Oaktree will issue parents with a written warning following the 3rd day of unauthorised absence. Note: If a student is absent for one class or period during the day without authorisation, the student is considered as truant and will be counted as one day's unauthorised absence.

Oaktree Primary school will issue warning letters prior to any implementation of an exclusion. The notice of expulsion will be issued by the Principal, following approval by KHDA and after three prior warning letters to the parent of the student concerned.

Authorised Absence:

The following absences are regarded as authorised:

- Illness (supported by a medical certificate after 2 days absence).
- Scheduled doctor appointments (supported by a doctor's confirmation).
- Death of a first or second degree relative.



- Essential urgent family travel for matters such as medical treatment or the death of a family member (must not exceed one month during the academic year. Must be supported by medical certificate/other official documentation). Note: any absence of more than one month duration must be approved by KHDA and, in addition to providing medical certificates or documents, KHDA also require a letter from the UAE embassy of the country they are visiting confirming the child is in their country).
- Participating in an official community task or event representing the UAE (i.e. sporting event) (supported by official documentation).
- Mandatory appearance before an official government body (supported by evidence of the appearance).
- Up to a maximum of 5 days for any reason that the school recognises and accepts upon the approval of the School Principal

Parents are expected to complete the absence form (online) 7:00 - 8:00 a.m. when their child is absent from school.

For authorised absences, parents/guardians who plan to have their children miss several days of school are required to notify the school at least ten days before the anticipated absence, in order to allow teachers time to prepare the list of assignments that will be missed during the absence.

Assignments and examinations may not always be available in advance and may have to be completed upon the student's return. Students are responsible for missed class work assigned when out of school for non-holiday reasons.

Early Dismissal

We want your child(ren) to have maximum attendance at Oaktree School. However, we understand that sometimes, you may need to collect your child(ren) early from school for a valid reason.

Parents who need to collect their children before normal dismissal time, will need to come to the school office to complete an Early Dismissal Form.

This form needs to be signed by a Senior Leader, before being presented to Reception. You will need to collect your child(ren) from Reception for any early dismissal. **No child will be allowed to exit the premises without this approved form.**

Punctuality matters

We expect students to arrive at school and to lessons on time. Punctuality to morning registration, assembly and lessons is vital and is considered a Level 1 violation if not adhered to. Tardiness will not be accepted without an acceptable excuse. Students who are continually late for registration will be managed in line with the agreed policy. Where there are adverse weather conditions, there will be some flexibility in responding to each students' circumstances and their punctuality.

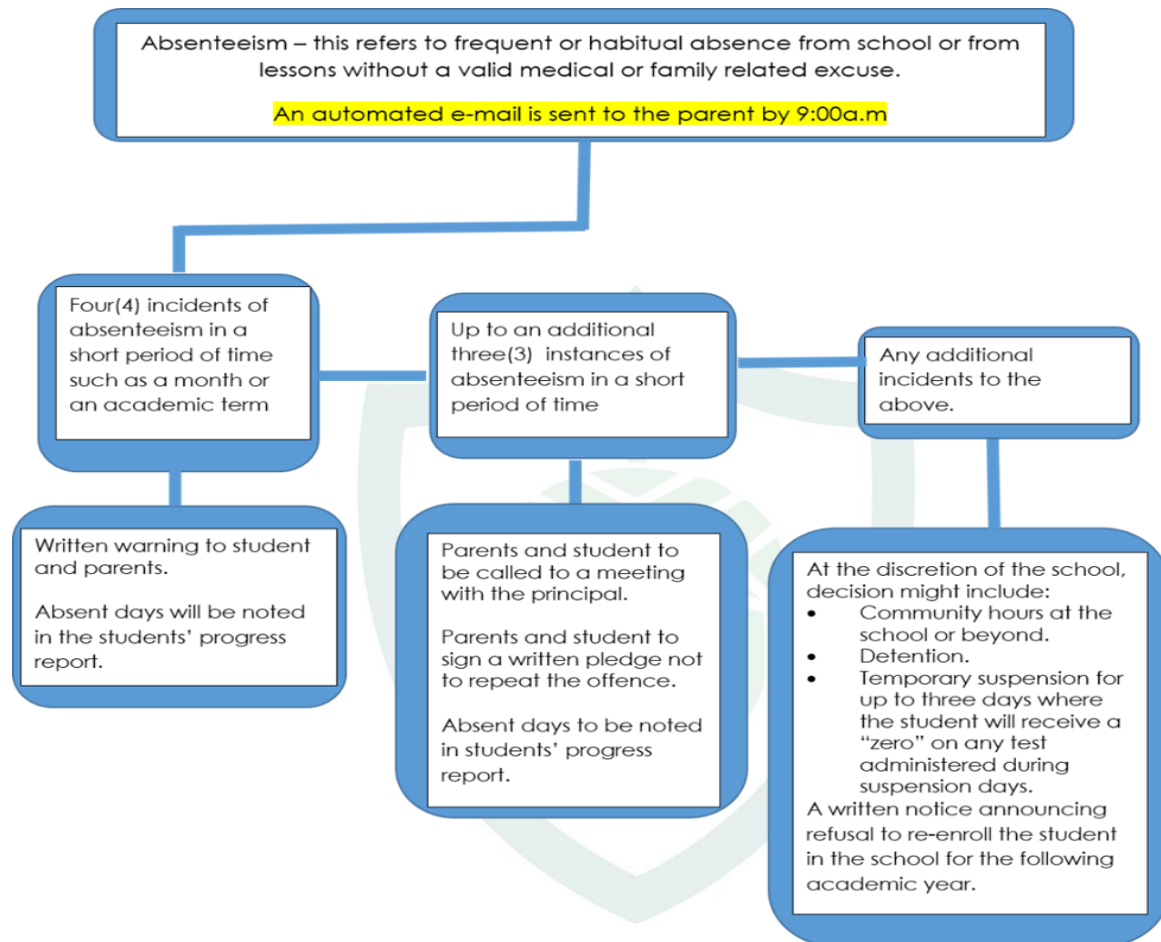
- The school site is open for students from 7:15am.
- Students are advised to arrive in their form rooms promptly for morning registration at 7:30am.



Monitoring Attendance

Oaktree Primary School will comply with the legal requirement to complete attendance registers each day, using the set school procedures. Staff responsible for student registration will follow up reasons for lateness. Ongoing poor punctuality/ absence will involve the pastoral staff, student and parents. The school will also reward the positive aspects of attendance according to its policies of rewards and sanctions such as certificates for 100% attendance.

Procedures for Following Up Absences:



Procedures for Following Up Lateness

1. Students who come to school after 7:45am will report to reception and collect a "Late Pass" to enter the school.
2. Teachers are to send students back to reception if they do not have a late pass.
3. The Attendance team will compile a list of students who have arrived late to school two or more times that week. This is shared with the heads.
4. A letter will automatically be emailed to parents, informing them of the punctuality rule of the school.
5. Once students have received it for a 4th time, an appointment is made to discuss the matter.
6. Further incidents will be passed on to the Head of Primary for further actions.

Internal Procedures for Absence

- Teacher marks attendance – 07:30am.
- Administration to send missing registers to the Teachers and Pastoral Leads.
- Between 8am - 9am and email is sent to parents for those students who are absent.
- Teachers are emailed a list of absent students with no authorised absence for follow up.
- The administration will monitor the absence form and update registers accordingly.
- Each day a list will be shared with teachers to follow up with attendance issues.
- Form tutors to contact parents to complete the form with reasons/and or evidence.

Monitoring and Review

This policy has been discussed and agreed by the Oaktree Primary School staff and leadership team for implementation.



Signed:

Olivia Rumah

Policy Review Date: September 2025

Date:

Policy Review Log

Date	Changes	Reviewed By
210825	Annual Review	Principal
210826	Policy Review	HoP
290925	Policy Updated	DOS