



مدرسة الإمارات الدولية - جميرا
Emirates International School - Jumeirah



Whole School Attendance and Punctuality Policy

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Date: August 2026

Last reviewed on: August 2026

Next review due by: August 2027

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تليفون: ٠٠٩٧١ ٤ ٣٤٨٩٨٠٤ ص.ب: ٦٤٤٦ دبي، ا.ع.م.



A Community Service of Al Habtoor Group





1. Policy Statement & Vision

Emirates International School (EIS) is committed to fostering a culture of high expectation, academic excellence, and personal growth. Research consistently demonstrates a direct correlation between high attendance, punctuality, and overall student achievement. EIS expects all members of the school community—including staff, parents, and students—to actively promote and maintain excellent attendance as a standard norm.

In line with Knowledge and Human Development Authority (KHDA) guidelines, the school targets a minimum overall attendance rate of **95%** across all student cohorts. Unresolved patterns of persistent absence and late arrival severely impede learning, hinder academic growth, and affect student well-being.

2. Aims and Objectives

This policy aims to:

- Establish a consistent, whole-school framework for managing, monitoring, and supporting attendance and punctuality.
- Recognize and celebrate exceptional attendance records, reinforcing habits essential for lifelong learning and professional success.
- Ensure student safety and welfare through robust, real-time tracking and emergency notification procedures.
- Maintain active collaboration between home and school to identify and resolve attendance barriers promptly.

3. Leave of Absence & Family Holidays

Term-time absences disrupt continuous learning. Parents are strongly advised to schedule family vacations strictly within designated school holiday periods.

Any request for leave during term time under exceptional circumstances must be submitted in writing to the **Assistant Head – Pastoral** at least two weeks in advance. Authorization remains at the discretion of the Senior Leadership Team (SLT) in accordance with regulatory limits.



4. Registration and Punctuality Protocols

4.1 Daily Timings

Homeroom Registration begins precisely at **07:40 am**. All students are expected to be seated and ready for learning in their homerooms by this time.

4.2 Lateness Procedures

Punctuality is a core life skill and a matter of mutual respect within our community. Unexcused lateness is treated as a disciplinary matter.

Subject Lessons: Students arriving late to specialist/subject lessons without a valid pass will face appropriate academic sanctions applied by the subject teacher, and the homeroom teacher will be notified.

Late Arrivals (Post 07:45 am): Students arriving after 07:45 am must report directly to the main reception to sign in, receive an official Late Pass, and present it to their class teacher.

4.3 Management of Persistent Lateness

Primary Phase: Upon cumulative unexcused lateness, a formal written warning will be issued to parents, and an administrative record will be logged on the student profile.

Secondary Phase: A progressive sanction model applies, including break-time and after-school detentions. Parents will receive formal written notification.

5. Absence Reporting & Monitoring Procedures

5.1 Absence Notification

Parents/guardians hold the legal responsibility to notify the school on each day of an unexpected absence:

Contact Methods: Send an email to the Homeroom Teacher or contact Main Reception via telephone at **04 348 9804** prior to **07:30 AM**.

Daily Updates: Notification must be provided for every day of absence. Unexplained absences will be recorded as unauthorised and will negatively impact the student's cumulative attendance percentage.





5.2 First-Day Response & Safeguarding

If a student is absent without prior notification by 07:30 am, the Administration Team will initiate a first-day contact check to confirm the student's safety and whereabouts.

5.3 KHDA Attendance Reporting

At the conclusion of each academic term, formal written notifications will be sent to the parents of any student whose attendance drops below **90%**, as mandated by KHDA regulatory frameworks. Continued unexcused absence may lead to further administrative action or escalation to educational authorities.

6. Roles and Responsibilities

Executive Leadership (Principal & Heads of School)

- Ensure strict, fair, and consistent implementation of this policy across all year groups.
- Establish robust digital infrastructure and compliance protocols to track and manage attendance.
- Review, evaluate, and update policy frameworks annually in alignment with local educational regulations.

Pastoral Leadership (Assistant Head - Pastoral & Pastoral Teams)

- Analyze weekly, termly, and annual attendance datasets to identify trends and intervene early.
- Implement tiered intervention plans and support structures for vulnerable students or those experiencing long-term medical absences.
- Design and execute positive reinforcement programs to celebrate high levels of attendance and punctuality.
- Coordinate multi-agency support and parent consultations to resolve persistent absenteeism.