



Attendance and Punctuality Policy

Updated: December 2025

Owner: Vice Principal



1. Introduction

At Ranches Primary School, we believe that consistent and timely attendance is crucial for students' social, emotional, and academic development. High attendance not only ensures that children are fully engaged in their learning but also allows them to build strong relationships with their peers and teachers, fostering a supportive and thriving school community.

Research consistently shows that both lateness and poor attendance can significantly hinder a child's educational attainment. Regular attendance helps children stay on track with their learning, while punctuality reinforces discipline and respect for others' time. The Knowledge and Human Development Authority (KHDA) sets high expectations for our students, requiring exemplary attendance and punctuality. We strive for a minimum attendance rate of 98% across the academic year.

By maintaining high standards of attendance and punctuality, we can ensure that every student has the best possible opportunity to succeed and make the most of their education at Ranches Primary School.

The KHDA guidelines for attendance are as follows:

Attendance %	KHDA Guideline
≤ 98%	Outstanding
96-97%	Very Good
94-95%	Good
92-93%	Acceptable
90-91%	Weak
≤ 90%	Very weak

2. Aims of the Attendance and Punctuality Policy

- To improve the overall percentage of attendance to 98% for all students at school.
- To make attendance a priority for all stakeholders.
- To provide support and clear guidance to parents and students.

3. Marking the Register

It is the Class teacher's and Specialist teacher's professional responsibility to accurately record daily attendance by filling in the electronic register on iSAMS, using the appropriate registration codes at the beginning of each day, by 8am.



The following attendance codes should be followed:

iSams Attendance Codes	Code Explanation	Notes	
/	Present	Physically in school	Present
D	Distance Learning	Learning from home is instructed by KHDA or for reason approved by Leadership	
L	Late	Student reached class after the national anthem (7:50am). The time is recorded on notes on isams register.	
V	Trip organised by school	Off-site educational visit or residential	
E	Early leave	Left school early due to illness, medical appointment, visa appointment. The time is recorded on notes on isams register.	
I	Illness	After first 3 days an approved sick note is required from day 4 onwards	Authorised
M	Medical/dental appointment	Note is required from parent confirming appointment in advance	
C	Authorised absence due to exceptional reasons	e.g. Bereavement, religious observance	
O	Unauthorised absence	Family holiday	Unauthorised
N	No reason given		



4. Absence due to illness

- If your child is unwell and will not be attending school or if your child has been unwell the previous day or night, please email attendance@rpsdubai.com. If it is known how many days of absence are needed, please add this information to the email.
- Alternatively, parents may call the school by 8:00am on 04 4429765.
- After 3 days of absence, a sick note from the Doctor confirming diagnosis is required to record the absence as authorised. Absences of more than 3 days without the support of a sick note will be marked as unauthorised.

We follow DHA guidance and request that children do not attend school if they have:

- Fever $>37.5^{\circ}\text{C}$
- A suspected contagious rash
- Heavy nasal discharge
- Red, sticky eyes
- Persistent cough that has not been investigated
- Vomiting and diarrhea
- Significant sore throat

If you are unsure whether your child should be absent, please take them to one of the RPS School Clinics, to consult with the school doctor and her team.

5. Punctuality

At Ranches Primary School, we believe that punctuality is not just about arriving on time; it's a lifelong skill that reflects respect for others and commitment to one's responsibilities. By instilling the importance of punctuality now, we equip our students with a skill that will serve them well throughout their lives.

All students should enter the school at the designated drop off points at the designated times as set out below:

Year Group	School Arrival timing	Drop off location	Late arrival after 8am
EYFS	7:30am-7:45am	Classroom door via Entrance A or Nursery Reception	Children will be marked in by reception with their arrival time on iSAMS. These children will be accompanied to their class by a staff member
Years 1 and 2	7:30am-7:45am	Astro pitch	Children should go to Entrance A, where they will be marked in by reception with their arrival time on iSAMS



Years 3 to 6	7:30am-7:45am	Entrance A	Children should go to Entrance A, where they will be marked in by reception with their arrival time on iSAMS
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The school day for all students starts at 7:50am with wellbeing connection time, followed by the 7:58am National Anthem. All children arriving after 8am will be marked as late at the reception (both school and nursery).

If a student is persistently late after registers close, class teachers will contact parents to discuss concerns about their child/ren's punctuality. As regular attendance and punctuality are essential for academic progress and wellbeing, it is important that we work together to ensure your child is attending school consistently and arriving on time.

As part of our school procedures, the Vice Principal will meet with parents of students who have persistent lateness.

6. Children leaving school early

If parents collect their children early from school, they must email attendance@rpsdubai.com ahead of time (e.g. no later than the morning of appointment). The time the student left school will be recorded on the iSAMS register notes.

7. Late pick ups

Children not collected on time at the end of the school day, will be taken to reception. The staff member on duty will then contact the parents and the child will be added to the late collection register.

As part of our school procedures, the Vice Principal will meet with parents of students who are persistently collected late.

8. Leave of absence

At Ranches Primary School, we strongly advise against removing children from school during the KHDA approved school term.

There may be exceptional circumstances, where it is unavoidable, such as family bereavement, visa appointments and secondary school visits. In such situations, a 'leave of absence' request or meeting with the Principal is required.

Where possible, we kindly request non urgent appointments to be made outside of school hours.

Leave of absence requests are not authorised for family holidays.



9. Monitoring daily attendance

Registers are updated in the morning when parents email or call school. Class teachers and clinic staff will be forwarded any messages where appropriate. Where no reason for absence has been given, the school will contact the parents of absent children to update the register accordingly.

The school will contact parents of community pass holders if the child is marked absent on the register by the teacher to follow up on their absence.

10. Managing student absence and lateness

Class teachers will be vigilant regarding poor attendance and/or punctuality and alongside the Vice Principal, they will monitor attendance in fortnightly student support meetings.

If a student's attendance or punctuality becomes a concern and begins to impact their academic performance, parents will be contacted by either the class teacher or the Vice Principal. This communication will be part of a supportive and collaborative approach, with the goal of identifying any underlying issues. If necessary, a tailored support plan may be implemented, especially in cases where a student is struggling with school attendance or exhibiting signs of school avoidance.

Parents can expect to receive communication from school if there are the following attendance or punctuality concerns.

11. 5-Day absence without contact

If a student is absent from school for five or more days without contact and the parents have not responded to phone calls or emails from the school, the Vice Principal will escalate to the principal and the Regional Safeguarding lead, who are required to email KHDA to notify them that parents have not made the school aware of the reason for absence. Parents will be made aware that KHDA have been notified. The Child Protection Service may also be contacted.



12. School Reports

School reports are published with the following information:

- Attendance
- Punctuality
- Unauthorised absences

13. Parental Absence and Emergency Contact Information

If both parents or guardians will be out of the country, it is essential to provide the school with the contact details of an emergency contact (email and mobile number) who is residing within the country. This ensures that, in the event of an emergency, we can promptly reach a responsible adult to support your child's needs. Please ensure that this information is shared with the school prior to your departure.

The same applies for changes in pick-up arrangements. Please notify the school in advance via email (attendance@rpsdubai.com) or call (school number) to the school reception

14. Further Questions

For any further inquiries regarding attendance and punctuality, please contact attendance@rpsdubai.com.



Appendix 1

Dear **Parent**,

At Ranches Primary School, we always want the very best for our children, and part of that is keeping a close eye on their attendance. After reviewing attendance for this term, we have noticed that **CHILD**'s attendance is currently **X%**.

We know that when children attend school regularly, it positively impacts their learning, friendships, and confidence. As a school, and in line with official recommendations, we strive for every child to achieve an attendance figure of **98% or above**. This provides the optimal opportunity for children to develop socially, emotionally, and academically, helping to ensure they are happy and confident learners.

We fully appreciate that absences occur for genuine reasons, such as illness, family emergencies, or religious observances. However, we encourage all families to work towards maintaining attendance of **98%** wherever possible, so that every child can continue to flourish.

We will continue to monitor attendance throughout the year and are here to support you if you need any help in ensuring **CHILD** attends school regularly.

Thank you for your ongoing support. Please do not hesitate to reach out if there is anything we can do to assist.

With many kind regards,

Hayley Lamb
Vice Principal