

Repton Dubai

Attendance, Punctuality, Absence and Late Collection Policy

Academic Year 2025–26

Owner: Senior Leadership Team · Review cycle: Annual · Aligned to KHDA requirements

KHDA Attendance Requirements

All students enrolled in Dubai private schools must meet the following attendance standards:

- **Outstanding target:** 98% attendance or above — the school's primary aspiration.
- **Minimum acceptable:** 92% — below this threshold, attendance is flagged as a concern in KHDA inspections.
- **Very weak:** Below 90% — raises serious safeguarding and inspection concerns.
- **Unsatisfactory threshold:** More than 10% absence (approx. 14+ days in a 182-day school year).
- **Non-enrolment risk:** 20 consecutive or 25 non-consecutive days of unauthorised absence may trigger a KHDA application for non-re-enrolment.
- All parents sign a KHDA Parent Contract upon enrolment, committing to uphold the attendance obligations in this policy.
- Attendance records feature on official school reports submitted to KHDA, and are required when transferring to any UAE school.

1. Rationale

Repton Dubai believes that high levels of attendance and punctuality are fundamental to children achieving optimum progress and achievement. We strive to meet the KHDA's outstanding expectation of **98% attendance** for all pupils. The school maintains accurate daily attendance data for each student, including timely or late arrival, and Parents/Guardians are expected to make every effort to ensure their children attend school every day and arrive on time.

Basic requirements and responsibilities in relation to students' attendance at Repton Dubai are as follows:

- Students are expected to attend school on every school day as specified in the School calendar.
- Students shall arrive punctually every day, attend morning registration, and attend all classes on time.
- Teachers shall maintain a record of attendance for every day and every lesson in the Senior School.
- The school will maintain accurate daily attendance data for each student, including timely or late arrival.
- Parents/Guardians will make every effort to ensure their children attend school every school day and arrive on time.
- If a student needs to be absent, Parents/Guardians must inform the School in advance by emailing the child's Form Tutor or the school receptionist, citing the reason for absence.
- Students are responsible for completing any assignments missed during their absence in their own time.
- Parents/Guardians should seek to ensure that family vacations take place during scheduled school holidays.
- **All pre-planned absences must be approved by the Senior Leadership Team (SLT).** Once approved, reception will be informed and the absence recorded on iSAMS to make Form Tutors and subject teachers aware.

2. Authorised Absence

If an absence is authorised by the Senior Leadership Team, the student has the right to make up the work and tests missed. The following absences may be regarded as authorised when confirmed by email from Parents/Guardians or by way of an official document:

- **Illness**
- Death of a first or second degree relative
- Scheduled doctor or medical appointments
- Official community task
- Mandatory appearance before an official body
- Essential urgent family travel for matters such as medical treatment or the death of a family member

Adverse Weather: School administration will excuse students for being late during days with adverse weather conditions (e.g. heavy fog).

Extended Planned Absence: 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, to allow teachers time to prepare the list of assignments that will be missed.

3. Unauthorised Absence

The following types of absence are regarded as unauthorised:

1. Unnecessary travel — e.g. shopping trips or non-essential holidays
2. Illness of three or more days without a medical note
3. No reason given, or no response when contacted by school
4. Any other absence not included in the authorised absences list above

Students are considered to be **truant** if they are absent from school without their Parents'/Guardians' knowledge or consent, or if Parents/Guardians have colluded with the student to allow unauthorised absence. The school must immediately inform the student's Parents/Guardians of incidents of truancy, hold discussions with them and the student, and closely monitor the student's attendance.

4. Persistent Lateness

Tackling persistent lateness and punctuality issues takes a teacher's focus away from the children and onto administration. Repton Dubai will address persistent lateness as follows:

FS and Junior School	Senior School
1. When a pupil is late for 8:10am (Y5 & 6) or 8:30am (FS1–Y4) registration, the reason will be discussed with the child.	1. When a student is late for 7:50am registration, they will be issued with a B1 by their Form Tutor and the reason recorded.
2. For a second late arrival in a two-week period, the pupil will be issued a B1 for monitoring purposes and the parents spoken with regarding the reason.	2. For a second late arrival in one week, the student will be issued a B2 by their Form Tutor, the reason recorded and an email sent to parents. Sanction: Lunchtime detention with a member of the MLT.
3. During bi-weekly behaviour reviews, if morning lateness continues, this will be discussed as a result of B1s issued. The pupil's class teacher will contact parents to request a meeting.	3. During bi-weekly behaviour reviews, if morning lateness continues, this will be discussed as a result of B1s issued. The student's Head of Year will contact parents to request a meeting.
4. If morning lateness continues after this meeting, a formal letter will be sent home via the Head of Phase.	4. If morning lateness continues after this meeting, a formal letter will be sent home via the Head of Year or Assistant Head Pastoral.
5. For continued morning lateness, SLT will review and request a meeting with the pupil/student's parents as required.	

5. Persistent Absence

Tackling persistent absence issues takes a class teacher/tutor's focus away from the children and onto administration. Repton Dubai will deal with persistent absence through the following escalation process:

5.1 Contact with Parents by Form Tutor

On the first day of absence, an email will be sent to parents by the class teacher/tutor to check the welfare of the child. The response is recorded on iSAMS. Contact with parents will be repeated on the second, third and fourth days of absence, if necessary.

5.2 Written Warning Email

After five days of prolonged absence, the class teacher/tutor emails the parents to check the welfare of the child. This is recorded on CPOMS under 'Child Health and Wellbeing Concerns'. If there is a need to meet with parents due to health concerns or other reasons, this will be arranged by the class teacher/tutor.

5.3 Written Letter

If further prolonged instances of absence occur, a Formal Parent Letter is written by the Head of Year/Phase. This is recorded on CPOMS.

5.4 SLT Letter

After two further instances of prolonged absence, the SLT will write a letter to the parents. Parents are invited in for a meeting, if necessary. This is recorded on CPOMS.

5.5 Headteacher / Principal Letter

If further instances of prolonged absence occur, parents are invited in for an urgent meeting with the Headteacher or Principal and the DSL, as it will potentially be treated as a **child protection/safeguarding case**. Monthly meetings will be set up with parents to monitor attendance. This is recorded on CPOMS.

6. Re-Registration and KHDA Non-Enrolment

KHDA Threshold for Non-Re-Enrolment

If a student is a persistent absentee with more than 10% absence (KHDA notes 92% as an unsatisfactory attendance expectation — approximately 14 days' absence — or the equivalent number of hours due to lateness), the school reserves the right to prevent re-registration. Alternatively, the student may not be permitted to progress to the next year group. Parents will have received two warning letters at least one month apart prior to this action.

If unauthorised absence reaches 20 consecutive days or 25 non-consecutive days in an academic year, the school has the right to apply to KHDA for formal non-re-enrolment for the following academic year. The KHDA application will include evidence that all stages of this policy have been followed.

Where further escalation is required, the School shall inform Parents/Guardians by letter and hold a meeting or series of meetings to agree a reasonable joint home-school strategy. Parents/Guardians shall be required, at this stage, to sign an undertaking to support the agreed strategy.

7. Late Collection Policy

General Provisions:

- Repton Dubai understands that parents may occasionally be held up by heavy traffic or rare emergency situations. A discretionary period of **20 minutes** is allowed for parents to collect their child late on such occasions.
- After 15 minutes of late collection, children are taken from their classrooms to Room 71 (FS and Junior School) or the main reception (Senior School). The duty member of staff will call parents to confirm a collection time.
- EYFS children collected late after **2:30pm** will be supervised in the FS reception. If parents have not arrived by **3:30pm**, children will be moved to the main reception to wait with the SLT member on duty.
- All late collections are formally logged on the late collection register.
- The same arrangement applies at **3:55pm** (end of normal school day) and **4:50pm** (end of ASAs/ECAs). Teachers must remain with children in their ASA until they are collected.
- On Fridays, the same arrangement applies at **11:30am**.
- The Head of Year/Phase will be informed by the administration team if any child has **three or more occasions** of late collection in a half-term.

Repton Dubai will address persistent late collection through the following escalation process:

7.1 Written Warning

After three occasions of late collection, the Class Teacher/Tutor will email the parents to address the issue.

7.2 Written Letter

After three further instances (following the email from the Class Teacher/Tutor), a Parent Letter is written by the Head of Year/Phase. This is recorded on CPOMS.

7.3 SLT Letter

After a further instance of late collection, the SLT writes a letter to the parents and invites them in for a meeting. This is recorded on CPOMS.

7.4 Principal Letter

After any further instances of late collection, parents are invited for an urgent meeting with the Principal and the Designated Safeguarding Lead (DSL), as it could potentially be treated as a **child protection/safeguarding case**. This is recorded on CPOMS.

8. Summary

As a school, we wish to work with parents to ensure that the Repton Dubai community promotes the high levels of attendance and punctuality needed to safeguard the welfare and development of all pupils and students in our care. All parties — school, parents, and students — share responsibility for upholding the attendance standards set out in this policy and required by the KHDA.

Policy Details

Policy Name: Attendance, Punctuality, Absence and Late Collection Policy

School: Repton Dubai

Last Reviewed: August 2025

Next Review Date: August 2026

Approved by: Senior Leadership Team