



PEARL
BRITISH ACADEMY

Attendance Policy

2024-25

Written by:	Principal, Vice Principal, Head of Pastoral
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Reviewed by:	November 2025

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Rationale

Attendance and Punctuality is everyone's responsibility. Excellent attendance is vital to making sure that children make good progress and have the best chances for success in life. We actively promote and encourage 100% attendance for all children.

We expect all our children to:

- ✓ Attend every day
- ✓ Attend on time
- ✓ Attend ready to learn

ADEK grades school attendance using the below thresholds:

Attendance %	ADEK Grading
98%	Outstanding
96%	Very Good
94%	Good
92%	Acceptable
90%	Weak
Less than 90%	Very Weak

Parental Agreement

It is important that parents, children and school work together to improve and maintain high attendance and punctuality rates. The responsibilities of the parents include:

- ✓ Following school's procedures as detailed in the policy
- ✓ Actively promoting their child's attendance and punctuality and abiding by the times set by the school for the start and end of the school day
- ✓ Communicating with the school and providing the necessary evidence if a child is absent or has a medical appointment
- ✓ Understanding and upholding the school's policy that states that continued lateness and absenteeism will result in measures that will effect the choices of the student's enrolment for the following academic year
- ✓ Requests for authorised absence must be made on a [Request for Absence Form](#) in the appendix given to the Principal's secretary or the receptionist, who will forward it to the Principal. This form should be sent to school at least seven days in advance. In an emergency, parents should email the class teacher. The Principal will either approve or not approve requested absence. If the request is denied, the absence will be marked as unauthorised on the register and this will be reported as absence in the termly school report.
- ✓ If a child is ill, parents are requested to email the class teacher or telephone the receptionist.

Morning Registration

- ✓ After the National Anthem has played at 7.48am, the class teacher takes the register on the MIS system using 'session attendance' for the morning. The **Register Codes** in the appendix should be used. If the class teacher is absent, the person responsible for taking the class will take the register.
- ✓ From 7.50am to 7.55am, children present in the class should be marked as 'present.'
- ✓ Children who are not present should be marked as 'unauthorised' or 'ill.' The email from the parent should be copied and pasted in to the notes on the register.
- ✓ Fields must not be left blank.
- ✓ Children arriving in school after 7.55am will be recorded as late on the register by the receptionist who will record the time and state the reason in the MIS notes.
- ✓ The receptionist telephones the family of any absent children by 8.30am.
- ✓ The receptionist updates the code from 'unauthorised' to the relevant register code in Appendix 1.

Authorised Absence

The school will only authorise the following types of absence, provided they are supported by a signed letter from parents or official documents from appropriate authorities:

- ✓ Illness
- ✓ Death of a first or second degree relative
- ✓ Medical appointment scheduled prior to the absence
- ✓ Official community task
- ✓ Mandatory appearance before an official body
- ✓ Essential urgent family travel (medical care/death in the family)
- ✓ Attendance of conferences, competitions, and events, with the permission of the Principal
- ✓ Work in the entertainment industry
- ✓ Observation of religious holidays that are not defined as public holidays in the UAE
- ✓ Examination leave

The school does not authorise holiday or travel during term. Requests for authorised absence must be made on a **Request for Absence Form** in the appendix given to the Principal's secretary or the receptionist, who will forward it to the Principal. This form should be sent to school at least seven days in advance. In an emergency, parents should email the class teacher. The Principal will either approve or not approve requested absence. If the request is denied, the absence will be marked as unauthorised on the register and this will be reported as absence in the termly school report.

Early Collection

Parents should not collect children early from school. In cases where this is unavoidable, for example a medical appointment where an after-school time was not available, the parent should inform the class teacher at least a day before early collection is required. Parents must complete an **Early Collection Form** in the appendix, which is sent by reception in advance.

Illness

- ✓ If a child is ill, parents should email the class teacher or telephone the receptionist.
- ✓ The teacher or receptionist should use the code, 'Absent (illness),' on the MIS and record the reason in the notes.
- ✓ This must be followed up by an email/hard copy of the medical certificate from the doctor if the absence is more than one day.
- ✓ Day 1 of illness recorded as Absence (illness). Day 2 of illness recorded as unauthorised.
- ✓ All unauthorised absences will be changed by Reception on submission of a medical certificate.
- ✓ All medical certificates should be sent to Reception. Reception updates the MIS.
- ✓ The medical certificates are then sent to the School Nurse, who follows up with the parents where necessary and files the medical certificate.

Celebrating Attendance

We have a number of ways to celebrate good and improving attendance. We realise that it is important to recognise improved attendance from any starting point and that for some children there are complex barriers which may make attending school every day more challenging (e.g. a child with regular hospital appointments). Our celebrations recognise improvements for individuals. We also look at class attendance and improvements in the short-term and over time. Our celebrations include:

- ✓ Certificates for good/improving attendance
- ✓ Weekly class of the week attendance for each key stage
- ✓ Termly rewards for most improved and 100%

Reporting Attendance in the Termly School Report

Attendance is reported termly to parents on the child's school report. Attendance is reported accumulatively:

- ✓ In Term 1, attendance is reported for Term 1.
- ✓ In Term 2, attendance is reported for both Term 1 and Term 2 together.
- ✓ In Term 3, attendance is reported for the entire academic year.

Attendance Concerns

Late Collection

Children not collected from 2.45pm onwards are considered late. At 2.45pm, the receptionist telephones the parents of any late children and records lateness on the late register. Children registered in after school clubs are recorded as late from 3.45pm.

3 rd Occurrence	Late Collection Letter 1 sent by reception to parents. Template is saved at the end of this policy. Class teacher copied in to email. Enter on CPOMS as Late Drop Off/Pick Up (First occurrence)
6 th Occurrence	Phone call by Head of Pastoral. Late Collection Letter 2 Class teacher informed. Recorded on CPOMS by Head of Pastoral. Enter on CPOMS as Late Drop Off/Pick Up (Second occurrence)
9 th Occurrence	Meeting with Head of Pastoral Late Collection Letter 3 Class teacher informed. Recorded on CPOMS by Head of Pastoral. Enter on CPOMS as Late Drop Off/Pick Up (Persistent occurrence)
12 th Occurrence	Meeting with the Principal Late Collection Letter 4 Recorded on CPOMS by Principal. Enter on CPOMS as Late Drop Off/Pick Up (Persistent occurrence)

Consecutive, Unexplained Absence

When the school is unable to contact the family, the following actions should be taken:

Day 1	Receptionist calls home Recorded on CPOMS
Day 2	Receptionist calls home Recorded on CPOMS / Alerts SLT
Day 3	Receptionist calls and emails home Recorded on CPOMS / Alerts SLT SLT escalate to HQ/ADEK

Low Attendance (Less than 94%)

Attendance is analysed the week before every half term/end of term by the administration team. The following steps are followed for any child whose attendance is less than 94%:

Occurrence 1	Attendance Letter 1 issued to parents Letter sent by reception Recorded on CPOMS as Attendance Level 1
Occurrence 2	Attendance Letter 2 issued to parents Meeting scheduled with key stage leader Recorded on CPOMS as Attendance Level 2
Occurrence 3	Attendance Letter 3 issued to parents. % of attendance is recorded on the letter Meeting scheduled with Head of Pastoral Recorded on CPOMS as Attendance Level 3

Leave of Absence Request

Student's Name: _____

Year: _____ Class: _____

Class Teachers Name: _____

Date(s) absent: From: _____ To: _____

Reason for Absence:

Parents / Guardians Name: _____

Signature: _____

Date: _____

☐

Approve

☐

Not Approve – Work to be set

For Official Use only:

Principal's Signature: Mrs Amy Coleman

Date:

Register Codes

Code	Reason	Colour	Recorded as In Attendance	Notes
/	Present		Y	Default
A	Authorised Absence			Note to be included on the system detailing reason. Includes: Interviews Funeral/Bereavement Holiday – Principal Authorised Observance Non-School based exam – e.g. Music Holiday – Principal Approved <i>Study Leave</i>
I	Absent (Illness)			Note re doctors note if supplied
M	Absent (Medical Appointment)			Note re details if supplied
E	Authorised Absence (Educational Activity)		Y	Note re place / time / activity type / duration Work Experience
U	Absent (Unauthorised)			Also used for when pupil leaves site?
C	School Closure: ADEC/ Forced / Partial School Closure		Y	ADEC/MoE approved closure Flood/transport/boiler et
L	Late		Y	Arrived late, before the register has been closed – time specified
R	Late – Register Closed		Y	Arrived late after register has closed. Reason must be recorded as a note as well as time of arrival
F	Family Emergency			Reason must be recorded
H	Holiday - Not approved			Acknowledged but not approved. Can be amended after event if approved.
X	Excluded			Temporary Suspension

All other codes will have (DO NOT USE) as a prefix. They cannot be removed as data is attached to them. Please do not use these codes when marking your register as this will cause issues with the quality of our attendance data.

Early Collection Form

Child's Name:

Class:

Date:

Please explain in detail the reason for early collection:

Parent's/Guardian's Signature

Date

.....

To be completed by the Principal:

<input type="checkbox"/>	Approved (evidence provided)
<input type="checkbox"/>	Approved (pending evidence)
<input type="checkbox"/>	Not approved

Principal's Signature

Date

Late Collection Letter 1

Dear Parent,

It has been brought to our attention that your child has been collected late from school on three occasions since the start of this term.

Please may I remind you that the school day finishes at 2.25pm (with the exception of Nursery). If your child attends an extra curricula activity (ECA), collection is at 3.25pm.

Your child will be marked as a late collection if they have not been collected by 2.45pm (or by 3.45pm from their ECA).

We understand that situations out of your control can lead to the late collection of your child from school. If you know that you are going to be late collecting your child, please contact the school to inform us on 02641 8887.

We also appreciate that the traffic and parking in Abu Dhabi can be unpredictable and ask that you factor this into your journey time to ensure that you arrive at school on time.

We do hope that every effort can be made to ensure timely collection in the future.

Yours sincerely,

Mr Marcroft
Head of Pastoral
JMacroft@thepearlacademy.sch.ae

PARENT COMMUNICATION

Date: xx/xx/2024

Subject: Absence from School – Letter 1

<p>Dear parents,</p> <p>Your child has been marked absent from school for several days due to illness or other reasons and their attendance has dropped below 90%, which has been raised as a concern. The students' health and well-being are a priority for us, and we are here to offer our support.</p> <p>When a child is absent, they miss out on essential learning and this can significantly reduce achievement, regardless of academic ability.</p> <p>If there is any way we can assist, please don't hesitate to contact the Head of Key Stage or Mr Marcroft, Head of Pastoral.</p> <p>Yours sincerely,</p> <p>The Pearl Academy</p>	<p>ولي الأمر الكريم،</p> <p>لقد تم وضع علامة غياب لابنكم/اب xxx عن الدوام المدرسي لعدة أيام بسبب مرضه أو لأسباب أخرى مما أدى إلى انخفاض نسبة حضوره إلى أقل من 90% ، وهذا الأمر مثير للقلق، حيث تمثل صحة الطلاب ورفاهيتهم أولوية بالنسبة لنا ، ونحن هنا لتقديم دعمنا.</p> <p>عند غياب الطالب عن المدرسة، سوف يفقد أساسيات التعليم، وهذا الأمر سوف يقلل بشكل كبير من إنجازاته، بغض النظر عن قدرته الأكاديمية.</p> <p>إذا كان هناك أي طريقة يمكننا مساعدتكم فيها بهذا الخصوص لا تتردد بالتواصل مع رئيس القسم، أو السيد ماركروفت ، رئيسة قسم الرعوية.</p> <p>شكرا لحسن تعاونكم</p> <p>أكاديمية اللؤلؤة</p>
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PARENT COMMUNICATION

Date:

Subject: Attendance – Letter 2

<p>Dear parents,</p> <p>Further to the school's correspondence with you regarding your child's poor attendance, I am writing to express my increased concern regarding your child's continuing absence from school.</p> <p>When a child is absent, they miss out on essential learning and this can significantly reduce achievement, regardless of academic ability.</p> <p>Please contact me to discuss this matter further.</p> <p>Yours sincerely, C Holding/H Barwick/J Malone</p> <p>Head of Key Stage The Pearl Academy</p>	<p>ولي الأمر الكريم،،،،</p> <p>بالإضافة إلى مراسلات المدرسة معك بخصوص ضعف حضور ابنكم/ابنتكم ، أكتب إليكم للتعبير عن قلقي المتزايد بشأن غيابه / غيابها المستمر عن المدرسة.</p> <p>عند غياب الطالب عن المدرسة، سوف يفقد أساسيات التعليم، وهذا الأمر سوف يقلل بشكل كبير من إنجازاته، بغض النظر عن قدرته الأكاديمية.</p> <p>يرجى التواصل معنا لمناقشة هذا الأمر بمزيد من التفصيل.</p> <p>مع خالص التقدير، السيدة هولدينغ، والسيدة بارويك. والسيد مالون</p> <p>رئيس القسم أكاديمية اللؤلؤة</p>
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PARENT COMMUNICATION

Date:

Subject: Attendance – Letter 3

<p>Dear parents,</p> <p>This is the third formal letter we have sent you regarding our concern about your child's attendance. Your child's attendance is XX% which, according to ADEK regulations, is unsatisfactory and may result in serious consequences for your child's academic progress. This may involve your child repeating the academic year.</p> <p>Please contact me as a matter of urgency, within two working days, in order to arrange a meeting to discuss this matter further. Failure to do so will leave us with no option but to inform ADEK and the Ministry of Education.</p> <p>It is important that we work together to resolve this issue, so I look forward to hearing from you.</p> <p>Many thanks for your cooperation.</p> <p>Yours sincerely,</p> <p>Mr Jonathan Marcroft Head of Pastoral The Pearl Academy</p>	<p>ولي الأمر الكريم ،</p> <p>هذه هي الرسالة الثالثة التي نرسلها إليك بخصوص قلقنا بشأن حضور ابنكم/ابنتكم حيث تبلغ نسبة حضور ابنكم/ابنتكم % وهي وفقاً للوائح دائرة التعليم والمعرفة غير مرضية، وقد تؤدي إلى عواقب وخيمة على التقدم الأكاديمي لابنكم/ابنتكم. قد يتضمن ذلك إعادة طفلك للمرحلة الدراسية الحالية.</p> <p>يرجى التواصل معنا خلال يومي عمل، وذلك من أجل ترتيب اجتماع لمناقشة هذا الأمر بشكل أوضح. إن عدم القيام بذلك لن يترك لنا أي خيار سوى إبلاغ دائرة التعليم والمعرفة ووزارة التربية والتعليم.</p> <p>من المهم أن نتعاون معاً لحل هذه المشكلة، لذا أتطلع إلى تلقي رد منك.</p> <p>شكراً لحسن تعاونكم</p> <p>مع خالص تحياتي،</p> <p>السيد جوناثان ماركروفت رئيس قسم الرعاية أكاديمية اللؤلؤة</p>
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