



PEARL
BRITISH ACADEMY

Attendance Policy

2025-26

Written by:	Principal, Vice Principal, Head of Pastoral
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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

Every school day matters

ADEK grades school attendance using the below thresholds:

Attendance %	ADEK Grading	What does this mean?
98%	Outstanding	You are giving yourself the best possibility to shine!
96%	Very Good	Keep going – aim for outstanding.
94%	Good	Every day counts. Keep improving.
92%	Acceptable	Coming in more will help you succeed.
90%	Weak	We believe you can improve. Let's aim higher.
Less than 90%	Very Weak	We miss you at school. We need to see you more to help you grow and achieve.

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 [Leave of Absence Request 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

- ✓ The National Anthem is played at 7.45am, the class teacher takes the register on iSams between 7.45am and 8.00am.
- ✓ Children who are not present by 8.00am should be marked as 'unauthorised' or the appropriate authorised code applied.
- ✓ Attendance fields must not be left blank.
- ✓ Children arriving in school after 8.00am will be recorded as *late* on the register by the attendance officer, who will record how many minutes late and state the reason for lateness.
- ✓ All late children will receive a late slip to give to their teacher.
- ✓ A physical check of classrooms will be made for all unauthorised absences.
- ✓ The attendance officer will telephone the family of any unauthorised absent children before 9.00am.
- ✓ The receptionist will update the attendance code from 'unauthorised' to the relevant reason once they have spoken to the parents.
- ✓ The attendance officer should upload all medical certificates to any child registered as 'ill' from the second day of illness onwards.

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:

Weekly:

- ✓ The highest attended class in each phase is given the Attendance Cup in the Star of the Week assembly.
- ✓ The highest attended class in the school is also named in the principal's newsletter.
- ✓ The most punctual class in each phase is given the punctuality mascot in the Star of the Week assembly.
- ✓ The most punctual class in the school is also named in the principal's newsletter.

Half-termly:

- ✓ Certificates for individuals who made significant progress in their attendance or punctuality
- ✓ Extra play reward for the classes who received the Attendance Cup or punctuality mascot that half-term

Termly:

- ✓ Certificates for individuals with 100% attendance
- ✓ Certificates for individuals who made significant progress in their attendance
- ✓ Reward for the class with the highest attendance that term
- ✓ Reward for the class with the best punctuality that term

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 Drop Off:

Children arriving in school after **8.00am** will be recorded as *late* on the register by the attendance officer, who will record how many minutes late and state the reason for lateness.

Late Pick Up:

Children not collected from **3.00pm** onwards are considered late. At 3.00pm, the attendance officer will telephone the parents of any late children and record lateness on the late register.

Children registered in after school clubs are recorded as late from **3.45pm**.

The table below explains the steps taken for repeated late arrival and late collection. Each stage will be recorded in the late register. Repeated late collection from ECAs may result in the child being removed from the ECA.

3 rd Occurrence	Telephone Call or in-person conversation by attendance officer to parents. Enter on CPOMS as Late Drop Off/Pick Up (First occurrence) and alert class teacher
6 th Occurrence	Telephone Call or in-person conversation by attendance officer to parents And Late Collection Letter 1 issued to parents Recorded on CPOMS by attendance officer. Class teacher and Head of Pastoral alerted. Enter on CPOMS as Late Drop Off/Pick Up (Second occurrence)
9 th Occurrence	Meeting with 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 (Persistent occurrence)
12 th Occurrence	Meeting with the Principal Late Collection Letter 3 Recorded on CPOMS by Principal. Enter on CPOMS as Late Drop Off/Pick Up (Persistent occurrence)

Consecutive, Unexplained Absence

Parents must inform the school daily of absence reasons. 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 weekly by the administration team.
- The following steps are followed immediately for any child whose attendance is less than 90%. Attendance below 94% will be monitored and may result in a telephone call reminder from the attendance officer.
- A reminder that children will be encouraged and rewarded for improved attendance from any starting point. The following steps are designed to support school and family collaboration to help our students.

Occurrence 1	Telephone Call or in-person conversation by attendance officer to parents. Recorded on CPOMS as Attendance Level 1
Occurrence 2	Telephone Call or in-person conversation by attendance officer to parents. And Attendance Letter 1 issued to parents. % of attendance is recorded on the letter Meeting scheduled with Head of Pastoral Recorded on CPOMS as Attendance Level 2
Occurrence 3	Attendance Letter 2 issued to parents. % of attendance is recorded on the letter Meeting scheduled with Head of Pastoral Recorded on CPOMS as Attendance Level 3
Occurance 4	Attendance Letter 3 issued to parents. % of attendance is recorded on the letter Meeting scheduled with Principal Recorded on CPOMS as Attendance Level 4

Leave of Absence Request

Student's Name: _____

Year: _____ Class: _____

Class Teachers Name: _____

Date(s) of requested absence: From: _____ to: _____

Number of school days to be missed: _____

Reason for Absence: _____

Current Attendance % (to be filled by school): _____

Please be reminded that absences can affect academic progress. In line with ADEK policy, all leave requests are considered in relation to student attendance records, academic progress and overall wellbeing.

Parents / Guardians Name: _____

Signature: _____

Date: _____

☐ Approve

☐ Not Approve

For Official Use only:

Principal's Signature: Mrs Amy Coleman _____

Date: _____

Early Collection Form

Child's Name:

Class:

Date:

Please explain in detail the reason for early collection:

Parent's/Guardian's Signature

Date

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To be completed by the Principal:

	Approved (evidence provided)
	Approved (pending evidence)
	Not approved

Principal's Signature

Date

Late Letter 1

Dear Parent,

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

Late arrivals mean children miss the beginning of lessons and can find it hard to settle. Late collections can also cause children distress and place extra strain on school staff.

Please may I remind you that children must be in school before 8am and collected by 3pm at the latest. If your child attends an extra curricula activity (ECA), collection is at 3.45pm.

We understand that situations out of your control can lead to lateness. 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 improved punctuality in the future and inform me if we can support you in any way.

Yours sincerely,

Mr Pollock
Head of Pastoral
Rpollock@thepearlacademy.sch.ae

Late Letter 2

Dear Parent,

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

This is a concern as we have spoken previously about the impact of punctuality on your child's education and wellbeing. I will contact you to arrange a meeting to discuss how we can address this issue.

The school is required to monitor punctuality closely; continued lateness will result in a meeting with the Principal.

Please may I remind you that children must be in school before 8am and collected by 3pm at the latest. If your child attends an extra curricula activity (ECA), collection is at 3.45pm.

We understand that situations out of your control can lead to lateness. 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.

Please contact me if we can support you further in this. We strongly value your partnership with us.

Yours sincerely,

Mr Pollock
Head of Pastoral
Rpollock@thepearlacademy.sch.ae

Late Letter 3

Dear Parent,

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

This is a serious concern as we have spoken previously about the impact of punctuality on your child's education and wellbeing. A meeting with the Principal will be arranged to help support this issue.

Please may I remind you that children must be in school before 8am and collected by 3pm at the latest. If your child attends an extra curricula activity (ECA), collection is at 3.45pm.

We understand that situations out of your control can lead to lateness. 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.

Please contact me if we can support you further in this. We strongly value your partnership with us.

Yours sincerely,

Mr Pollock
Head of Pastoral
Rpollock@thepearlacademy.sch.ae

PARENT COMMUNICATION

Date:

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. Your child's attendance is ____%. 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 Pollock, 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/ابنك 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 الرعاية.</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>Your child's attendance is ____%.</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, Mr Pollock</p> <p>Head of Pastoral 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 غيابة / 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 ____% 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>Mrs Coleman Principal 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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