

## **Attendance & Punctuality Policy**

<p><b>Policy:</b> Attendance &amp; Punctuality Policy <b>Document Owner:</b> WPQ-LLC <b>Document Author:</b> Vice Principal <b>Authorised to Edit/Amend:</b> Senior Management <b>Authorised to Access:</b> All Stakeholders</p>	<p><b>Date of Compilation:</b> April 2021 <b>Version No:</b> 2 <b>Policy Reviewed:</b> March 2026 <b>Policy to be Reviewed Again:</b> April 2027</p>
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### **1. Policy Rationale**

Regular attendance and punctuality are essential for student safety, academic progress, emotional well-being, classroom routine, safeguarding oversight, and regulatory compliance.

Woodlem Park School maintains a firm, fair, and consistent approach to attendance and punctuality. Students are expected to attend school regularly and arrive on time. Parents are expected to support the school in maintaining punctuality, discipline, orderly school operations, and a respectful school environment.

Failure to comply with attendance and punctuality expectations may result in formal intervention measures, parent meetings, attendance warnings, restricted privileges, leadership review, or further action where required.

### **2. Scope**

This policy applies to:

- all students enrolled at Woodlem Park School, Al Qusais, Dubai;
- parents and guardians;
- students using school transport;
- students using private/own transport;
- students using approved self-commute arrangements;
- school staff involved in attendance, supervision, reception, transport, gate duty, clinic, counselling, and student movement;

- all attendance, lateness, early dispersal, late collection, transport-related attendance concerns, and gate-related procedures.

This policy must be read together with the Parent Code of Conduct, Student Code of Conduct, Transport Policy, Safeguarding and Child Protection Policy, and relevant regulatory expectations.

### **3. Morning Reporting Time and Gate Closure**

Students must report to school before **7:30 a.m.** daily.

The Class Teacher period begins at **7:30 a.m.** and is an important part of the school day. It supports student readiness, well-being check-ins, announcements, routine-building, attendance marking, and preparation for learning.

Arrival after **7:30 a.m.** will be recorded as a late arrival.

The school recognises that occasional traffic delays may happen. Therefore, the school gates remain open until **7:40 a.m.**, providing a **10-minute buffer** beyond the official reporting time.

The school gates close at **7:40 a.m.**

Students arriving after **7:40 a.m.** will not be permitted to enter through the regular morning entry process. They will be directed to the designated late-entry process and may enter only after verification and guidance from authorised school personnel.

### **4. Late Arrival Procedure**

When a student arrives late:

- the late arrival will be recorded;
- the reason for late arrival may be asked and documented;
- the student may be directed through the late-entry process;
- parents may be informed if late arrival becomes frequent;
- repeated late arrival will trigger formal monitoring and intervention.

Late-entry handling is part of the school's attendance, supervision, safety, and safeguarding procedures. It is not intended to embarrass, punish, or target any child.

The school will ensure that late-arrival procedures are handled respectfully, calmly, and appropriately.

## **5. Student Arrival Checks and Corrective Guidance**

As part of the school's responsibility to ensure student safety, punctuality, discipline, grooming, attendance accuracy, and orderly school operations, authorised school staff may speak with students during arrival, late entry, and dispersal.

School staff may ask students appropriate questions or provide corrective guidance regarding:

- time of arrival;
- reason for late arrival;
- assigned transport mode;
- gate or dispersal arrangement;
- uniform and grooming expectations;
- student ID/lanyard;
- books, school bag, materials, or required items;
- mobile phones or unauthorised devices;
- behaviour or conduct observed during arrival;
- safety-related concerns;
- any matter requiring immediate clarification for school records or student safety.

Such interaction is part of the school's normal supervision, attendance, safeguarding, and discipline procedures. It must not be interpreted as embarrassment, punishment, or personal targeting of the student.

Parents must support school staff when students are reminded, questioned, or corrected regarding punctuality, grooming, uniform, transport mode, ID, or school procedures. Such guidance is part of maintaining school standards and student safety.

## **6. Role of Security, Reception, Duty and Support Staff**

Security staff, reception staff, transport staff, teachers, support staff, and school leaders may assist in implementing arrival, late-entry, gate, transport, and dispersal procedures.

Security staff do not independently decide attendance or student entry matters. They support the approved school procedure and may wait for the concerned school official to attend where required.

Parents and students are expected to cooperate respectfully with all staff members implementing school procedures.

## **7. Own Transport / Private Transport Students**

Students using private or non-school transport must reach school within the communicated reporting time.

Parents using their own transport must plan the commute by considering:

- morning traffic;
- distance from school;
- parking and drop-off time;
- weather conditions;
- student readiness;
- the 7:30 a.m. reporting requirement;
- the 7:40 a.m. gate closure time.

Once the gate closes at 7:40 a.m., late arrivals will be managed as per the school's established late-entry procedure.

Parents are requested not to leave students unattended outside the school gate after gate closure.

## **8. School Bus Users**

Parents whose children use school transport must ensure that students are ready at the designated pick-up point at the communicated time.

The school bus will not wait for late students or parents, as this affects route timing, other students, staff schedules, and school operations.

If a student misses the school bus and is brought to school by private transport, the same school reporting time and gate closure procedure will apply.

Missing the bus does not automatically permit late entry beyond the communicated school arrival window.

School bus delays and parent drop-off delays are operationally different. School buses follow longer routes, collect multiple students and staff, follow transport safety procedures, and may be affected by route restrictions applicable to larger vehicles. Parent drop-off must still follow the communicated reporting time.

## **9. Self-Commute Students**

Students using approved self-commute arrangements, including bicycles or e-scooters, must report to school before **7:30 a.m.**

Students who use self-commute and report after 7:30 a.m. will be marked late as per the attendance procedure.

Self-commute arrangements must be approved in advance through the school's transport and safety procedures. Students must follow all requirements related to consent forms, identification, safety gear, and RTA permissions where applicable.

## **10. Attendance Recording**

Attendance will be marked accurately at the beginning of the school day.

Attendance records are official school records and must be maintained with accuracy.

Late arrival, absence, early dispersal, and repeated attendance concerns will be recorded and monitored.

Class teachers, subject teachers, reception staff, transport staff, school administration, Heads of Section, and school leadership may be involved in recording, checking, and following up on attendance where required.

No parent, student, or staff member may pressure school staff to alter attendance records.

## **11. Types of Absence**

### **11.1 Excused Absence**

The following may be considered excused absence, subject to valid documentation and school approval:

- illness supported by medical evidence;
- approved emergency;
- government or official appointment;
- school-approved activity;
- religious observance with prior notification;
- exceptional circumstances approved by school leadership.

Parents must inform the school through official communication channels on the same day of absence.

### **11.2 Unexcused Absence**

Absence may be recorded as unexcused if:

- no valid explanation is provided;
- required documents are not submitted;
- leave is taken for travel during term time without prior written approval;
- the student is absent on examination or assessment days without valid medical certification;
- parents fail to follow the school's attendance notification procedure.

Unexcused absence may contribute towards attendance threshold warnings and intervention.

### **12. Long Leave and Vacation During Term Time**

Parents are expected to plan family travel and vacations according to the school academic calendar.

Leave for vacation, family functions, naming ceremonies, personal travel, or extended family commitments during regular school working days is not encouraged and may not be approved.

Online learning will not be provided for students who travel for vacation or personal reasons during regular school days.

Online learning may be considered only under exceptional circumstances and as per the guidance of relevant authorities. It is not an alternative option for extended vacations.

An extended absence during term time may affect:

- academic progress;
- classroom participation;
- assessment readiness;
- attendance percentage;
- peer interaction;
- learning continuity;
- promotion eligibility, where applicable.

### **13. Attendance Monitoring Thresholds**

The school will monitor student attendance regularly.

<b>Attendance Level</b>	<b>School Action</b>
Below 95%	Monitoring and parent notification
Below 90%	Formal written warning
Below 85%	Mandatory parent meeting
Below 80%	Final warning: risk of retention / non-promotion subject to regulatory expectations

Students with attendance below the required threshold may not be eligible for promotion unless exceptional approval is granted in accordance with regulatory requirements.

### **14. Monitoring of Repeated Lateness**

Repeated lateness will be monitored by the class teacher, Head of Section, administration team, and school leadership, where required.

The school may take the following steps:

- verbal reminder;
- written notification to the parent;
- monitoring of the late arrival pattern;
- parent meeting;

- punctuality improvement plan;
- formal written warning;
- escalation to school leadership;
- Further action in line with school and regulatory expectations.

Patterns such as repeated lateness on specific days, repeated late arrival after weekends, frequent late arrival during assessment days, or regular late arrival without valid reason may be reviewed seriously.

### **15. Early Departure / Early Dispersal**

Early dispersal is permitted only in genuine emergencies or approved circumstances.

Parents must send the request in advance through official email to the class teacher or the concerned school authority.

Cut-off timings for early dispersal requests:

- **KG students:** before **9:30 a.m.**
- **Grades 1 to 12:** before **11:30 a.m.**

A valid Gate Pass / Exit Pass approved by the Class Teacher and Head of Section is mandatory.

On-the-spot early pick-up requests at reception will not be entertained except in genuine emergencies approved by school leadership.

Repeated early pick-up without valid reason may affect attendance records and may lead to parent intervention.

### **16. Late Collection During Dispersal**

Students must be collected promptly at the official dispersal time.

Delayed pick-up creates safety risks and disrupts school operations.

Parents must follow the school's dispersal procedures and cooperate with staff on duty.

Repeated late collection may result in:

- parent reminder;

- written warning;
- parent meeting;
- restricted dispersal privileges;
- further action where required.

### **17. Non-Parent Pick-Up**

If a non-parent is authorised to collect a child:

- valid Emirates ID details must be shared in advance through official email;
- the same original Emirates ID must be produced at the time of pick-up;
- the school will release the student only after proper verification.

Students will not be released without proper verification.

### **18. Dispersal and Gate Control**

Gates will remain closed for entry and exit during dispersal time to ensure student safety, controlled movement, and proper verification.

Parents are not permitted to enter the school premises during dispersal to pick up their wards unless:

- the child requires mobility support;
- the parent has been specifically requested by the school to enter;
- prior approval has been granted by the school authority.

No student will be:

- allowed to board an unassigned bus;
- released without proper verification;
- permitted to change the approved mode of dispersal without prior approval.

Parents must not argue with security, transport staff, teachers, or school leaders during dispersal. Concerns must be raised later through official communication channels.

## **19. Examination Attendance**

Attendance during internal assessments, periodic tests, term examinations, board-related examinations, and other formal assessments is compulsory.

Absence during examinations requires valid medical certification or approved exceptional documentation.

Make-up assessments will be granted only under approved circumstances.

Late arrival for examinations may affect the student's ability to complete the assessment and may result in denial of entry where applicable.

The school will not be responsible for consequences arising from late reporting to internal or external examination venues.

## **20. Parent Responsibilities**

Parents are expected to:

- ensure regular attendance and punctuality;
- ensure students reach school before 7:30 a.m.;
- plan travel according to school timings;
- avoid travel during term time;
- check official emails, circulars, school portals, and authorised messages regularly;
- support corrective guidance given by school staff;
- reinforce punctuality, grooming, uniform, conduct, and attendance expectations at home;
- communicate absences, delays, and emergencies through official school channels;
- cooperate with the school during attendance-related intervention;
- model respectful behaviour for students at all times.

Claims of not having read official emails, circulars, or school communication will not be accepted as justification for non-compliance.

## **21. Communication Expectations**

Parents must communicate in a calm, respectful, and non-confrontational manner.

Concerns related to attendance, lateness, transport, dispersal, uniform, grooming, school entry, or student movement must be raised through official school channels.

Parents must not argue, shout, threaten, intimidate, or confront staff at school gates, reception, bus stops, corridors, dispersal points, or during school operations.

Public arguments at the gate or interference with staff duties may affect student safety, staff dignity, and orderly school operations.

The school may request parents to leave the premises or seek a formal appointment if concerns cannot be addressed appropriately at the gate or reception.

## **22. Prohibited Conduct Related to Attendance and Punctuality**

The following behaviours are strictly prohibited:

- pressuring staff to alter attendance records;
- challenging corrective guidance regarding lateness in a confrontational manner;
- arguing with security, transport staff, teachers, support staff, or school leaders at the gate;
- raising voice, threatening, or intimidating staff;
- bypassing official communication channels;
- making repeated allegations after written clarification has been provided;
- recording staff, students, or school procedures without permission;
- interfering with arrival, dispersal, supervision, or gate duty;
- spreading misinformation regarding school attendance or gate procedures;
- refusing to follow staff guidance during arrival or dispersal.

Such conduct may result in:

- written warning;
- restricted access to school premises;
- mandatory meeting with school leadership;
- referral to the Parent Code of Conduct;
- further action as deemed necessary to protect student safety, staff dignity, and school operations.

### **23. Role of School Staff**

School staff are responsible for implementing the attendance and punctuality procedure consistently and fairly.

This may include:

- marking attendance;
- recording late arrivals;
- asking for late-arrival reasons;
- checking grooming, uniform, ID, and student readiness;
- guiding students and parents at arrival points;
- managing gate closure and late-entry procedures;
- informing parents about attendance concerns;
- referring repeated concerns to the Head of Section or school leadership;
- ensuring communication remains respectful and appropriate.

Staff may provide corrective guidance to students regarding punctuality, grooming, uniform, ID, transport mode, arrival behaviour, or school procedures.

Parents must not interrupt, challenge, or confront staff while they are implementing these procedures.

### **24. Meetings and Further Clarification**

If parents require further clarification regarding attendance, punctuality, gate procedure, transport, or dispersal expectations, they may request a meeting with the concerned school authority through prior appointment.

Parents must not use the school gate, reception area, bus stop, or dispersal point as a place for argument or prolonged discussion.

Where written clarification has already been provided, repeated email exchanges on the same clarified matter may not be productive. The school may advise the parent to meet leadership through prior appointment.

### **25. Safeguarding Link**

Regular attendance is part of the school's safeguarding responsibility.

Unexplained absence, frequent absence, repeated lateness, or sudden changes in attendance patterns may trigger welfare checks or follow-up by the class teacher, counsellor, Head of Section, or safeguarding team.

Where attendance concerns indicate possible neglect, wellbeing concerns, or risk to the child, the school may take further action in line with safeguarding procedures.

## **26. Intervention Procedure for Chronic Absenteeism or Lateness**

The school may follow the below intervention process:

1. Verbal reminder.
2. Written notification.
3. Monitoring period.
4. Mandatory parent meeting.
5. Attendance or punctuality improvement plan.
6. Formal written warning.
7. Final warning.
8. Leadership review.
9. Regulatory guidance or reporting where required.

All actions will be documented.

## **27. Promotion and Retention**

Promotion is subject to:

- satisfactory academic performance;
- meeting minimum attendance expectations;
- participation in required assessments;
- completion of required academic work;
- compliance with school procedures.

Students who fail to meet minimum attendance expectations may:

- be placed under formal review;
- be required to complete additional academic support;
- be considered for retention, where applicable;
- be deemed ineligible for internal awards or recognitions;
- be reported or reviewed in line with regulatory requirements.

## 28. Final Statement

Woodlem Park School Dubai maintains a firm, fair, and consistent approach to attendance and punctuality.

These expectations are essential for student safety, academic progress, well-being, discipline, safeguarding, and regulatory compliance.

Full cooperation from parents is expected to ensure that students attend school regularly, arrive on time, and follow school procedures respectfully.

The school reserves the right to review, amend, and implement this policy as required in the interest of student safety, orderly operations, and regulatory compliance.

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