



Beaconhouse Private School Al Ain

Attendance and Punctuality Policy

2025-2026

(Reviewed in August 2025)

Reviewed by:	SLT
Review Date:	August 2025
Next Review Date:	June 2026
SLT's Signature:	<i>Maheen M88Shauk</i>
Principal's Signature:	<i>[Signature]</i>
Board Governor's Signature:	<i>[Signature]</i>



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1. Management and Responsibilities:

Responsibility for implementing the school's Attendance and Punctuality Policy falls to HR and Principal, who line-manage both academic and administration staff.

2. Attendance

Regular school attendance relates directly to success in academic work, benefits students socially, provides opportunities for important communication between teachers and students, and establishes regular habits of dependability important to the future of the student. Therefore, all parents should ensure that their child is at school every day of the school year except for illness or other unavoidable reasons. ADEK guidelines for attendance are as follows: 98% excellent, 96% satisfactory and less than 92% unsatisfactory.

This policy is to encourage regular school attendance. This policy also recognises that class attendance is a joint responsibility to be shared by the student, parent or guardian, tutor, and administration. Absenteeism is not encouraged however, exceptions are made in the following cases:

- Illness (If absent for more than 2 days, the student must provide a doctor's note)
- Family emergency
- Death in the family

The school promotes Best Attendance Award and is given to the class with the highest attendance percentage for the month. This is to recognize the students and to encourage others to be at the school regularly.

The school expectation from students are as follows:

- Attending school regularly and attending all lessons, the school expects the students at least 96% of school days and at least 95% of their classes.
- Arrive on time to school and to all lessons

- Be properly prepared and equipped for the day's learning
- Be fully involved in all lessons
- Follow correct procedures for attendance and punctuality
- Be responsible

2.1 School Absences and Early Leaving:

1. A written explanation needs to be given by a parent or guardian to the homeroom teacher or the Principal whenever a student has been absent. If a child is likely to be absent from school for a prolonged period, parents are expected to contact the Homeroom teacher, Parent Liaison Officer or Principal.
2. Students wishing to leave early must present an Early Leaving Form, signed by a parent or guardian, with the student's name, reason for absence and time to leave the building. Reception will update this information on Paradigm.
3. Reporting student absences to parents: In case of uninformed student absence, the parents receive a phone call from our Parent Liaison Officer. A record of calls made to parents are maintained by Reception.

2.2 Late Arrival procedures:

- School gate opens from 07:15 AM to 08:00 AM
- Attendance registration 07:30 AM to 07:40 AM

Attendance data will be collected by student register and maintained by the school, through the use of Paradigm to be procured. Responsibility for monitoring and response is held first by the tutors, reporting any significant issues up to the Parent Liaison Officer/Social Worker. In cases of chronic and persistent absenteeism, the school will include ADEK in discussing its options and will seek to win the parents' cooperation in addressing the problem. If the parents are ultimately unwilling or unable to resolve the problem, with the school's support, ADEK will be consulted about ending the student's enrolment at the school. This will be a measure of last resort.

