



POL/ATTENDANCE:

Policy Title:	Attendance Policy
Effective Date:	April 2026
Scheduled Review Date:	April 2027
Supersedes:	April 2025
Approved By:	Mr. Sydney Atkins Principal

1. Introduction

GEMS Modern Academy is an IB Continuum School with English as the language of instruction. It also offers the CISCE curriculum from Grade 6 to Grade 12. In line with the mission of the school, students are nurtured and encouraged to achieve their ultimate potential, by creating an all-inclusive, student- focused learning environment and providing opportunities for enrichment in the fields of academics, sports and fine arts.

2. Purpose

GEMS Modern Academy believes that regular, punctual school attendance is essential for student learning, wellbeing, and academic progress. This policy aims to:

- 2.1. Promote responsible attendance habits: Regular attendance is a reflection of integrity and accountability.
- 2.2. Ensure timely monitoring and early intervention: Poor or irregular attendance impacts continuity of learning. Hence, concerns with attendance are addressed promptly, consistently and with sensitivity, acknowledging individual contexts.
- 2.3. Maintain strong family–school partnership: Regular communication ensures transparency and shared responsibility.
- 2.4. Support the holistic development and success of every learner

3. Scope

This policy applies to all students enrolled in the school, across all year groups, as well as to parents/guardians and all staff responsible for monitoring, recording, and promoting student attendance. It outlines the expectations, procedures, and

responsibilities related to attendance, punctuality, and absence management to ensure a safe, consistent, and supportive learning environment. The policy is relevant during all official school days, including regular lessons, assessments, and school-organized activities conducted on or off campus.

4. Policy Statements

4.1. Attendance expectations

- 4.1.1. A minimum of 92% attendance is expected for every student as per KHDA/GEMS guidelines.
- 4.1.2. Students must attend all instructional days, examination days, all events, programs and co-curricular activities as planned and scheduled in the school calendar.

4.2. Absence Procedures : While the school management prioritises supportive and restorative practices, patterned absence, habitual lateness, or refusal to comply with attendance expectations may invite more stringent intervention and disciplinary absence.

Parents must inform the school before 7:40 AM via:

- a. An email to the class teacher
- b. In case of an emergency, a call to the supervisor

4.3. Medical Absence:

- 4.3.1. If a student is absent due to illness, a medical certificate is mandatory in case of 2 consecutive days of absence or more.
- 4.3.2. Students who have chronic illnesses that may impact attendance will be excused provided the details are mentioned in the Individual Health Plan (IHP).

4.4. Planned Absences:

- 4.4.1. Students participating in inter-school events, competitions, national or international events or trips are eligible for permission to remain absent. Written parental consent and communication from the accompanying teacher must be submitted in advance to the class teacher and the section supervisor.
- 4.4.2. Permission for the student to attend events in the family such as graduation of an older sibling, weddings or planned medical procedures or other such planned absences, must be requested in advance through written communication to the Principal and the section supervisor.
- 4.4.3. Sudden emergencies such as bereavement, urgent family's matter, serious incidents are also generally considered as excused absences, provided the parents submit a written explanation. In the case of repeat absenteeism, the school reserves the right to ask for supporting documents.

- 4.5. **Unauthorized Absences:** Absences without parent communication or valid justification will be marked unauthorized.

As per the rules of the MOE in the UAE, extended vacations, travel for shopping or clubbing holidays will also be marked as unauthorized leave.

4.6. Special absences / Risk of exclusions:

Absences on Fridays, or the days immediately before or after official public holidays, count as two days of absence.

If absences are unauthorized and exceed 20 consecutive days or 25 non-consecutive days through the year, the child is at risk of exclusion and the school may consult KHDA for guidance on the matter.

Similarly, 15 unexcused absences over the course of an academic year or more than 5 per term, may impact promotion to the next year.

(Source: UAE School Rules 2025-26: Guide for Parents in Dubai)

4.7. Note on Child-safeguarding :

- 4.7.1. Irregular attendance and unexplained absenteeism are Child-safeguarding concerns. The names of students who are frequently absent will be logged on the GEMS safeguarding platform as “missing from education”.

- 4.7.2. Where a child has 5 consecutive school days of unexplained absence and all reasonable steps* have been taken by the school to establish their whereabouts without success, the school will record the concern on the Guard platform as “absent from education”.

*Reasonable steps may include:

- 4.7.3. Telephone calls to all known contacts (local/international).
4.7.4. Emails to parents/guardians.
4.7.5. Contact with other schools where siblings may be registered.
4.7.6. Enquiries to friends , neighbours etc. through school contacts.

The school is then obliged to follow the requirements of regulators for reporting non-attendance.

4.8. Punctuality:

- 4.8.1. Students and staff, particularly those using own transport, must report to school by 7:35a.m.
4.8.2. Students are expected to carry their ID cards and swipe them while boarding and de-boarding the bus.
4.8.3. All staff are required to swipe their cards at the entry points to ensure attendance is marked on time.

4.9. Procedure for late arrivals:

- 4.9.1. Students who arrive late, may only enter the school from Gate 2.
4.9.2. The security guard on duty at the gate , registers the name and grade of the late comers and the time of arrival.



- 4.9.3. The MSO (Manager -School Operations) records all details and sends it to the Principal, Vice Principal , Director –Student Welfare and the Supervisors, highlighting the transport used, reason for being late and a record of how many times the student has been late that term.
- 4.9.4. The Supervisors then follow up with the children in their department:
- Grades 6-12: Students who are late more than once a week report to their respective supervisors before attending class to explain the reason for being late. The Supervisor then checks if the student has been late earlier and requests him/her to report to school on time.
 - Kindergarten and Grades 1-5: In the Primary Section if the student is late more than twice a week, the Head Primary or the Supervisor speaks to the parent concerned and the student on the importance of being responsible and attending school on time.
- A record is maintained of students who are regularly late to school.
- 4.9.5. For repeated late comers (more than thrice in a month) , the Supervisors work in collaboration with parents to arrive at solutions. In case of repeated tardiness students may be referred to the counsellor to support students with strategies for time-management or organization (Refer Table 1).

Table 1:

Offence	Frequency	Implications (Aligned with Behaviour for Learning Pathways)
Tardiness – Late arrival to school or lessons	Stage 1 : Up to 3 incidents in a month	<ul style="list-style-type: none"> - Same-day follow-up with student and parents. - Reminder of punctuality expectations. - Recognition for improvement. - Written warning if repeated within a short period. - Noted in the student’s progress report.



	<p>Stage 2 More than 3 incidents in a month or less than 95% punctuality in a term</p>	<p>-Attendance Action Plan (AAP) co-signed by student and parent.</p> <ul style="list-style-type: none">- Weekly review of punctuality. Team around the child (TAC) includes the counsellor and section supervisor.- Meeting with principal or designated person.- Student and parents to sign a written pledge to improve.
	<p>Stage 3 Persistent lateness (less than 85% punctuality)</p> <p>repeated non-compliance with Attendance Action Plan (AAP)</p>	<p>-Multi-agency or internal support team meeting.</p> <ul style="list-style-type: none">- Targeted timetable adjustments and mentoring.-Referral to counsellor or inclusion support.- Recovery of missed learning through structured time.- Possible constraints paired with support<ul style="list-style-type: none">i) Community hoursii) Detentioniii) Written notice of refusal to re-enroll <p>(only after all support options have been exhausted)</p>



5. Responsibilities

5.1. **Students must:**

- 5.1.1. Attend school regularly and punctually
- 5.1.2. Take ownership of missed work

5.2. **Parents must:**

- 5.2.1. Ensure timely arrival
- 5.2.2. Communicate absences promptly
- 5.2.3. Support attendance action plans when attendance is a concern
- 5.2.4. Keep their contact details updated regularly on phoenix, so that they can receive prompt alerts about their child's attendance.

5.3. **School Management:**

- 5.3.1. To ensure that children who use their own transport report to school on time.
- 5.3.2. To monitor and regulate the timings of the arrival of school buses on a daily basis.
- 5.3.3. To record and maintain documentation of those students who are late.
- 5.3.4. To maintain a record book (at Gate 2) noting late students and escalate to the respective grade supervisors.

5.4. **Teachers and Supervisors:**

- 5.4.1. Track attendance daily
- 5.4.2. Prepare and implement an Attendance Action Plan (AAP) for students who are repeatedly absent especially due to medical reasons, emergencies or are repeatedly late.
- 5.4.3. Maintain open communication with families: follow up of leave notes, repeated or continued absence , both excused and unexcused.



6. Acknowledgement and Agreement

I acknowledge that I have thoroughly read and agree to the GEMS Modern Academy attendance policy. I will instruct my son/daughter regarding the importance of following all the guidelines included in the agreement.

Parent/Guardian

Name: _____

Signed: _____

Relationship to child: _____

Date: _____

Student

Name: _____

Signed: _____

Form class: _____

Date: _____

7. Monitoring and Review

Signed: _____ Date: _____

Head of Primary

Signed: _____ Date: _____

Head of Middle school

Signed: _____ Date: _____

Head of Senior school

Signed: _____ Date: _____

Principal



Next policy review date: April 2027

This policy will be reviewed annually and updated to align with advancements in AI technology, changes in laws and regulations, and evolving best practice.

Related policies: Behavior Policy, GEMS Child Safeguarding Policy, Discipline Policy.