

Al Sadiq Islamic English School

Attendance & Punctuality Policy

Policy Name	Attendance & Punctuality Policy 2025-26
Stakeholder	All staff, students, and parents
Policy Directory Reference	Al Sadiq Islamic English School
Policy Lead	Vice Principal - Ms.Aisha Thasneem, Ms.Georgina Drake
Reviewed by	Mr. Julian Williams
Approved by	Ms. Sadia Wajid – Principal
Approved Date	September 2025
Monitoring Cycle	Annually

Purpose

The purpose of this Attendance and Punctuality Policy is to promote regular attendance and timely arrival, both of which are essential for maximising learning opportunities, building discipline, and ensuring academic success. Consistent attendance supports students in fully engaging with the curriculum, school activities, and the wider community. This policy also aims to instil values of responsibility, accountability, and commitment, preparing students with life skills essential for their future.

Scope

This policy applies to all students enrolled at Al Sadiq Islamic English School across all phases and programmes. It encompasses:

- Daily classes and lessons.
- Extracurricular activities.
- School-sanctioned events and trips.
- Both in-person and remote learning environments.

Policy Statement

Regular attendance and punctuality are non-negotiable expectations at ASIES. These behaviours ensure students:

- Achieve their full academic potential.
- Participate meaningfully in classroom activities.
- Develop habits that foster success and resilience.

The school commits to:

- Monitoring attendance daily.

- Recording and addressing lateness and absence systematically.
- Supporting students and families in overcoming barriers to attendance.
- Applying sanctions consistently where poor attendance or punctuality persists.

Procedures & Implementation

Recording Attendance

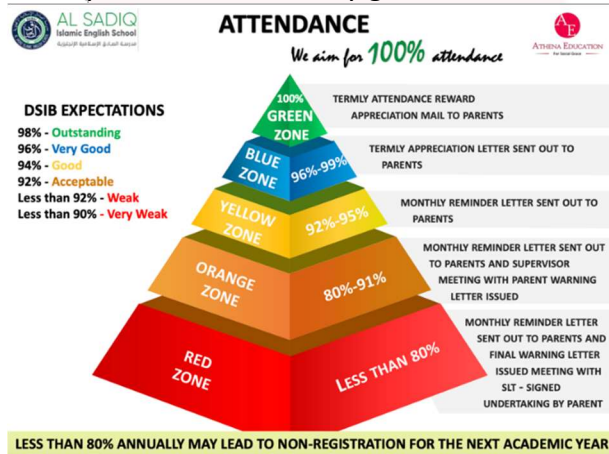
- Attendance is taken at the start of each day and each lesson.
- Registration must be completed within the first 5 minutes of the lesson (by 7:35 a.m. for the first session).
- Attendance is recorded via the Orison system.

Codes Used:

- **AA:** Authorised Absence (approved by Section Supervisor).
- **UA:** Unauthorised Absence (no valid reason/documentation).
- **L:** Late (arrival after 7:30 a.m.).
- **POL:** Present online
- **SUS:** Suspended

Communication:

- SMS sent to parents for UA by 8 each morning
- Weekly and termly emails for irregular attendance or frequent latecoming
- Termly emails sent for very good attendance

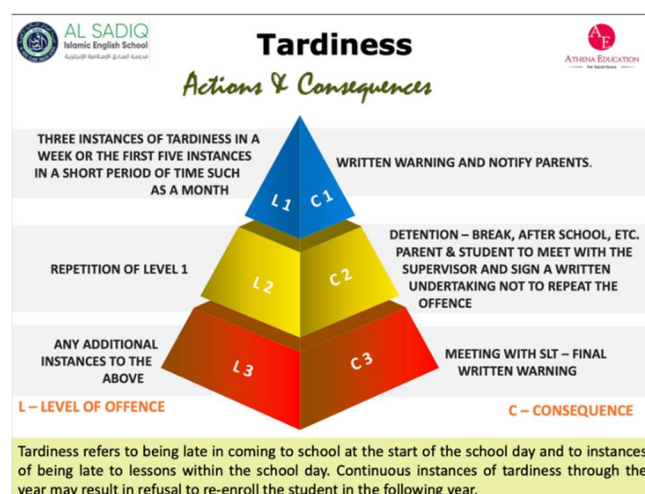


Late Arrival

- Students arriving after 7:40am are required to sign in with the admissions team at gate 3. Students arriving after 7:50am will use gate one and must report to reception.
- Reception team issues an '**L**' slip and records in Orison.
- Three late slips trigger contact (letter or call) from Form Tutor.
- Persistent lateness → meeting with parents, warning letter, sanctions.

Sanctions for lateness may include:

- Detentions.
- Parent meetings with Section Supervisor.
- Formal warning letters.



Exceptional Circumstances for Leave

Leave during term time is not normally authorised unless in exceptional circumstances such as:

- Service personnel returning from tour of duty.
- Medical/rehabilitation needs documented by a health professional.
- Bereavement or terminal illness of a close family member.
- Attendance at a close relative's wedding/funeral.

Application Process:

- Parents submit a written request to the Section Supervisor.
- Decision made by Vice Principal in consultation with Principal (considering student's attendance record).

Late Pick-Up

- Pick-up time: **2:30 p.m. (Mon–Thurs), 11:30 a.m. (Fri).**
- Calls made for students not collected on time.
- Parents arriving after **2:40/11:40** must sign the Late Register.
- Persistent late pick-up → meeting with Section Supervisor + late fee charged.

Roles and Responsibilities

Principal & SLT

Ensure policy implementation and communication.

- Approve authorised leave requests.
- Provide leadership and evaluate attendance trends.
- Meet with families for persistent attendance issues.

Section Supervisors

- Monitor daily attendance and punctuality.
- Ensure teachers complete records accurately.
- Communicate with parents on attendance/late concerns.
- Apply sanctions for persistent offenders.
- Report attendance data to Principal/Vice Principal.

Teachers

- Take attendance accurately and promptly.
- Use codes correctly (AA/UA/L).
- Follow up with parents and Section Supervisors.
- Reinforce importance of attendance.
- Support reintegration of students after absence.

Students

- Arrive by **7:30 a.m.** daily.
- Attend all scheduled lessons/events.
- Catch up on missed work proactively.
- Understand consequences of poor attendance.

Parents

- Ensure children attend punctually each day.
- Provide documentation for absences (e.g., medical notes).
- Support school sanctions where necessary.
- Maintain consistent routines at home.
- Pick children up promptly at dismissal time.

Reception Team

- Monitor late arrivals.
- Issue slips and update Orison.
- Send SMS and email notifications.

Monitoring & Review

- Attendance monitored daily by Form Tutors and Section Supervisors.
- Reports generated weekly and reviewed by SLT.
- Persistent cases reported to KHDA if necessary.
- Policy reviewed annually.

Approval

- **Approved by:** Principal
- **Date:** August 2025
- **Review:** August 2026