



Attendance and Punctuality Policy 2024/2025

Illness or unplanned absence

If a child is ill, parents are requested to email absent@cranleigh.ae or telephone the School reception before 7.30am on each day of absence as explained in our expectations' guidelines. One cannot help genuine illness but we want to ensure your child is in school as much as possible to avoid impact on learning or academic progress. We request a medical certificate if it is over three days.

Absence due to medical or dental appointment

Parents are requested to email absent@cranleigh.ae and the form tutor on the day of absence and to register with the reception desk if your child comes into school later that day or has to leave during the school day.

Planned absence

Requests for other absences must be made by completing the relevant Leave of Absence Request Form. This should reach the school at least 7 days in advance (except in an emergency, when parents are asked to telephone the school before 7.30am). The Heads of School will review these and either authorise or unauthorise the request depending on the reason for the request.

Absence for other reasons

The school has to follow ADEK guidelines and as such is only permitted to authorise pupil absences from school for the following reasons:

- Death of first or second degree relative i.e. parent, brother, sister, grandparent, uncle, aunt, nephew, niece or half-sibling.
- Pupil's scheduled doctor appointments.
- Parent's official community task.
- Parent's mandatory appearance before an official body.



- Essential urgent family travel for matters such as medical treatment or the death of a family member.
- Attendance of a wedding of the pupil's or parent's first or second degree relative i.e. parent, brother, sister, grandparent, uncle, aunt, nephew, niece or half-sibling. This will be authorised for a maximum of three days; any additional days will be recorded as unauthorised even if the wedding is outside the UAE.
- Parent having a medical procedure or birth outside the UAE. This will be authorised for a maximum of five days; any additional days will be recorded as unauthorised.

In addition to these ADEK guidelines, our operating protocol is as follows :

- Parent having a medical procedure or birth within the UAE. This will be authorised for a maximum of three days; any additional days will be recorded as unauthorised.
- Religious days or religious event important to the family
- Participation in international music or sporting events to a high level
- Interview/assessment process for another school or university (up to three days if outside the UAE or one day's leave of absence if within the UAE)

The following types of absences are to be regarded as unauthorised:

- Travelling early for holidays or to visit relatives during term time
- Spending time with relatives/friends during term time
- Visiting a relative or friend who is celebrating a birthday or anniversary
- Shopping trips
- Feeling too tired to attend school/late back from a trip

Parents will be sent the term dates as soon as these are known each academic year in order that they can arrange their holidays and organise travel plans without disrupting their child's education. Please note that it is the school's policy not to authorise holidays during term time. Should parents choose to disregard this, the school cannot be held responsible for the disruption to their child's continuity of learning, progress and ultimately exam results. The school does not provide work, support material or catch-up for unauthorised absences.



If your child has had continued unauthorised absence, letters will be emailed to parents half termly outlining the impact this could have on their child's learning journey. Attendance is crucial in ensuring your child has the best possible opportunities; lost learning time is likely to affect your child's academic, social and emotional development.

Leaving School early

Occasionally pupils will need to leave school early, for instance to attend an appointment with a doctor or dentist. In this event, parents should contact the child's tutor in advance, copying in absent@cranleigh.ae and the relevant Head of Year, to let them know who will be picking the child up and at what time. They will then need to sign the child out in the early leaver book at the Junior or Senior reception. Pupils in the Senior School will be allowed to sign themselves out of school as laid out in the Senior School Supplement.

Punctuality

Punctuality is also monitored by the Form Tutors and Heads of Year / Housemasters. It is important that pupils are on time in the mornings, arriving for registration, to ensure they are organised, not rushed and prepared for their day at school. Repeated punctuality issues will be communicated to parents half termly.

- If pupils in Pre Prep arrive after 7.55am they are deemed late and must sign in at the reception.
- If pupils in the Prep and Senior School arrive after 7.45am they are deemed late and will be marked so on the register by their tutor. If they arrive after 7.55am they must sign in at either the Junior or Senior reception as appropriate.

If pupils are repeatedly late within a half term parents will be contacted by the tutor in the first instance, followed by Head of Year if concerns persist. It is important that all pupils are in school, on time, to avoid missing key notices, information, interaction with their peers and tutor, and to ensure that routines and expectations are being adhered to.



SUPPLEMENT - SENIOR SCHOOL

Senior students and parents are asked to adhere to the following procedures regarding leaving the school building during school hours:

- Students who wish to be considered for early dismissal must have their parents request this release by contacting the **child's tutor** before school begins in the morning or immediately upon the student's arrival. This should be from the registered information on the schools MIS (iSAMs)
- These requests can be sent via email or in the form of a handwritten letter. In the case of an emergency, a telephone call will be accepted. This should be from the registered number on the schools MIS (iSAMs)
- Requests will be dealt with on a case-by-case basis

Requests should provide the following information:

- Date
- Time of early dismissal
- Return time to school
- Reason for student leaving
- Name of person responsible for collecting child

The early dismissal request will be reviewed by a member of the SMT and an early dismissal form will be signed and provided to the student by their Housemaster.

Sign out procedures:

- Students to hand their Early Dismissal Form to the receptionist
- Students to sign out at the Senior School Reception in the Early Leavers Book. They will be provided with a Pass to present to the security team upon departure at the school gate. **Students will not be allowed to leave the school site without the Pass.**

Poor Attendance/Poor Punctuality



The expectation of the school, as per its outstanding rating, is that students should attend a minimum of 98% of the school year. We do understand that, under exceptional circumstances, attendance may fall below this for select students. However, at the end of Term 1, Half Term 2a and Half Term 2b letters will be issued for students whose attendance falls below that of 92%. Those students who fail to improve will be invited with their parents/guardians, into school for a meeting to look at solutions to the poor attendance. The same process shall apply for those students who have demonstrated poor punctuality (more than 5% late).