



CRANLEIGH
ABU DHABI

Cranleigh Abu Dhabi

Attendance and Punctuality Policy

2024/2025

Table of Contents

Attendance Definition	3
Punctuality Definition	3
Unplanned absence.....	3
Planned absence	3
Authorised Absence	3
Unauthorised Absence	4
Cause for Concern: Attendance	4
Request to Leave School Early	5
Cause for Concern: Punctuality.....	5
Celebrating Positive Attendance	5
Celebrating Positive Punctuality.....	5
Ongoing Concerns over Attendance.....	6

Attendance and Punctuality Policy

Attendance Definition

Throughout this policy, unless stated otherwise, attendance refers to a student being physically present, in the correct lesson/activity/area in school, during the defined day and timings. A register is taken on the Schools Management Information System (ISAMs) to document a student's attendance at school. A student is defined as present if they are in school when the register is taken. Attendance data is reported to ADEK via ESIS.

Punctuality Definition

Throughout this policy, unless stated otherwise, punctuality refers to a student being 'on-time' or 'punctual' to school or lessons. If a student is late to school, it is logged via the register on the Schools Management Information System (ISAMs). If a student arrives to school outside of the designated AM registration time, they will need to sign in via the relative school reception, who will update the MIS accordingly.

Unplanned absence

If a student is unexpectedly absent, for example; they wake up feeling unwell, parents are requested to email absent@cranleigh.ae or telephone the relevant School reception before 7.30am on each day of absence. For an illness to be authorised we would require a signed letter from parents for 1-2 days absence and a medical note for any illness related absence over 2 days.

Planned absence

If it is known that a student will be absent in the future, this is considered a planned absence. Under certain circumstances, Cranleigh Abu Dhabi may authorise a planned absence for a student. A parent/guardian must email the student's Form/Class Teacher and copy in absent@cranleigh.ae with an explanation of the planned absence along with any supporting documentation at least one week before the absence. Further information on absences that may be authorised are below.

Authorised Absence

Cranleigh Abu Dhabi can authorise absence for the below reasons, provided they are supported by a signed letter from parents and/or official documentation from the relevant authority. The school will review each case of absence and proceed accordingly. Failure to provide sufficient documentation may result in your child's absence being recorded as unauthorised.

Authorised absences may include:

- Illness.
- Death of a first- or second-degree relative.
- Medical appointment scheduled prior to the absence.

- Official community task.
- Mandatory appearance before an official body
- Essential urgent family travel for matters such as medical care or a death in the family.
- Attendance of conferences, competitions, and events, with the permission of the Principal (e.g., Model United Nations, sports events, Olympiads).
- Work in the entertainment industry.
- Observation of religious holidays that are not defined as public holidays in the UAE.
- Examination leave (for board and pre-collegiate examinations only, when approved by ADEK).
- Study leave (up to 4 weeks annually for board and pre-collegiate examinations only, when approved by ADEK).
- Schools shall remain open for learning during study leave and shall ensure that adequate support is provided to students who are not taking leave.
- Leave for medical or therapeutic reasons for students with additional learning needs.
- Government-approved school closures due to extreme weather conditions.

For authorised absences the school shall, where possible and appropriate, support on providing any resources and or work that the student may have missed.

Unauthorised Absence

There is a positive correlation between attendance and attainment, as well as wellbeing. As such the school places great emphasis on attending school. In regard to this, the below reasons are some examples of what would be considered unauthorised absence:

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
- Holiday
- Shopping trips
- Feeling too tired to attend school/late back from a trip

The school cannot be held responsible for any disruption to a student's continuity of learning, progress and exam/assessment results that transpire from unauthorised absence. The school does not provide work, support material or catch-up for unauthorised absences.

Cause for Concern: Attendance

Students whose attendance falls below 95% will be considered a Cause for Concern. The school will begin a process of informing parents of the concern via an email from the students Form/Class Teacher during the first Term. If there is no improvement and a student's attendance still fall below 95% with no valid reason, attendance concern letters will be emailed to parents highlighting 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.

Request to Leave 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 student's Form/Class Teacher 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 Welcome Centre Reception (C1). Students in the Senior School will be allowed to sign themselves out of school via the Senior School Reception, providing the correct communication has been sent by the parent which should include:

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

Cause for Concern: Punctuality

Punctuality is monitored by the Form Tutors and Heads of Year. 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.

If a student is late for school twice within a single week, they will have a restorative session with their Head of Year during a break of lunch time. If a student is repeatedly late, 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.

Celebrating Positive Attendance

As with any aspect of school, it is important that students who attend school regularly are celebrated. At Cranleigh students whose attendance is outstanding for a Term (above 98%) are celebrated via Head of Year Assemblies. If a student has outstanding attendance over Two terms, they receive a certificate from the Pastoral Lead for their School. Students who have outstanding attendance across the academic year are celebrated via a certificate from the Principal to recognise their achievement.

Celebrating Positive Punctuality

As with celebrating positive attendance, it is important that students who regularly attend school on time are celebrated. At Cranleigh students whose punctuality is considered outstanding (1% or less

lates) are celebrated via Head of Year Assemblies. If a student continues to demonstrate outstanding punctuality over Two terms, they receive a certificate from the Pastoral Lead for their School. Students who have outstanding punctuality across the academic year are celebrated via a certificate from the Principal to recognise their achievement.

Ongoing Concerns over Attendance

If a student has continuing attendance concerns the school may look at a support plan, working with the family to try and increase the attendance of a student. If parents and/or students fail to engage with the support offered by the school, or the school is concerned over the welfare of a student due to poor attendance, the school may contact external agencies to raise their concerns and seek support.