

Repton Abu Dhabi Attendance Policy -Fry Campus

Rationale:

This policy aims to:

- Clarify the principles and procedures surrounding attendance and punctuality, ensuring consistent application across the school community.
- Emphasise the critical connection between regular attendance and students' academic success, personal development, and overall wellbeing.
- Provide clear guidance for parents, students, and staff to foster a shared understanding of expectations and responsibilities.
- Enable teachers and staff to monitor attendance effectively, identify patterns, and support families in addressing any barriers to consistent attendance.
- Ensure that the school complies with regulatory requirements while promoting a culture of accountability and commitment to learning.

It is essential that all stakeholders understand and adhere to this policy, as regular attendance and punctuality are foundational to creating an environment where students can reach their full potential.

Definitions

- Absence The state of not being physically present in class/at school.
- Absence rate The proportion of absences to school days as per the approved school calendar. If the student was admitted mid-year, the absence rate is calculated from their joining date.
- Attendance The state of being physically present in class or at school. The attendance rate
 is recorded as the proportion of whole school days attended relative to the total number of
 school days as per the approved school calendar.
- Lateness Arrival later than the specified time for class.
- Punctuality Arrival on time for school/class.
- Departure All students are classified as departed at 3:00 pm on weekdays and 12:00 noon on Fridays, except for those participating in after-school activities, events, or sporting fixtures.



Reporting Absences

Illness or Unplanned Absence

- Parents must notify the school by emailing <u>fryreception@reptonabudhabi.org</u> and <u>clinic@reptonabudhabi.org</u>, and copying their child's class teacher/tutor by 7:30 am on each day of absence. Notifications should include the reason for the absence and, if possible, the expected return date to ensure accurate record-keeping.
- Absences of four consecutive days (including weekends) or more require a medical certificate or shall be recorded as an unauthorised absence.
- Repton can authorise a maximin of 12 annual school days of student absence due to medical reasons without requiring a sick leave certificate.
- For students with chronic medical conditions who may require more than 12 days of absence, parents must submit DoH medical records.

Medical or Dental Appointments

- Notify the school on the day of the appointment by emailing
 <u>fryreception@reptonabudhabi.org</u>

 <u>clinic@reptonabudhabi.org</u>
 and the child's class teacher/tutor.
- If arriving late or leaving early, students must register at the **Reception desk**.

Planned Absences During Term Time

Any absence from school is disruptive to a child's education. We therefore advise that all
holidays should be taken out of term time. Holidays in term time are only sanctioned for
exceptional circumstances. An application must be made in writing to the Principal at
principalspa@reptonabudhabi.org.

Authorised Absences

As per ADEK guidelines, the following reasons may be authorised:

- Illness.
- Emergency medical appointments.
- Death of a first- or second-degree relative.
- Official duties.
- Mandatory appearance before an official body.



- Essential urgent family travel for matters such as medical care, escort leave, or a death in the family.
- Student attendance of conferences, competitions, and events, with the permission of the Principal.
- Observation of religious holidays that are not defined as public holidays in the UAE.
- Leave for medical or therapeutic reasons for students with additional learning needs.
- Government-mandated school closures.

Note: Supporting evidence may be required and requested for submission to confirm authorisation.

Unauthorised Absences

The following reasons are not authorised:

- Holidays or family visits during term time. These absences are considered unauthorised as they disrupt the continuity of learning and impact both the student and their peers. Term dates are communicated well in advance to support family planning.
- Non-emergency medical appointments.
- Non-severe weather conditions.

Note: Term dates are shared in advance to facilitate planning. The school does not provide catch-up materials for unauthorised absences. Repeated instances will result in letters to parents from school. Students that exceed a certain number of absences will also receive communication from ADEK.

Leaving School Early

- Notify the class teacher/tutor in advance, copying <u>fryreception@reptonabudhabi.org</u>.
- Specify collection time and the name of the individual collecting the child.
- Junior students must be signed out at Reception by a parent/guardian.
- Senior students may follow the senior school walking home policy. It is the responsibly of
 the senior students to meet parents at reception at the correct time if being collected; they
 will not be summoned from classrooms by staff.

Reporting Attendance to Parents

Parents have direct access to their child's daily attendance records through the iSAMS portal, ensuring transparency and real-time monitoring of attendance. If a student's absence has not been reported by a parent, the school will contact home to confirm both the absence and the reason for it.



Punctuality Expectations

Arrival Times

• **Junior and Senior School**: Students arriving after **7:45 am** are marked late by their class teacher/tutor; after **7:55 am**, they must sign in at Reception. Persistent lateness may result in follow-up actions, including discussions with the class teacher/tutor or Head of Year, and in some cases, a parental meeting to address the issue.

Addressing Persistent Lateness

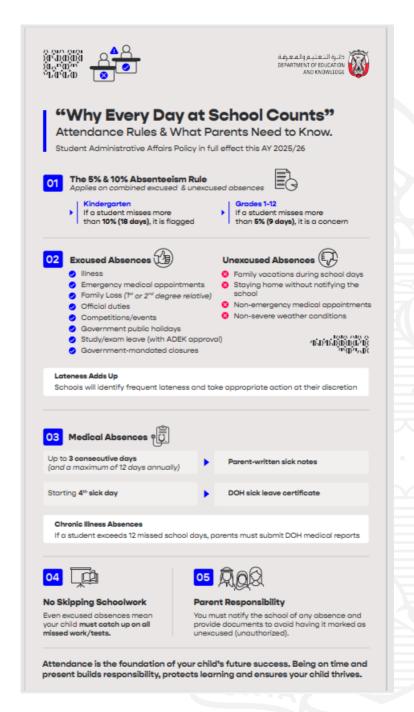
- Lateness exceeding **5% within a half term** prompts communication from the class teacher/tutor or Head of Year.
- Continued issues will result in a parental meeting to develop a resolution plan.

Attendance Benchmarks

- Target: Students should maintain at least 98% attendance.
- Action: Attendance below 95% (including both authorised and unauthorised) will result in letters home at the end of each term or half-term. Additionally, the school will collaborate with families to identify barriers to attendance and provide necessary support, such as meetings with Heads of Year or counselling services, to address underlying issues. Parents of persistently absent students will be invited for a meeting to discuss solutions. The school is required to report to ADEK if persistent absences occur.

Repton School Abu Dhabi is dedicated to supporting families in fostering a culture of regular attendance and punctuality, ensuring every student thrives academically and personally.









Reviewed Date: September 2025

Next Review Date: September 2026