

GEMS Winchester Private School, Fujairah

Attendance Policy

This policy has been produced for GEMS Winchester Private School Fujairah. When 'The School' is referred to in this policy it is solely GEMS Winchester Private School (WSF) that is being referred to.

Policy Adopted	September 2022
Policy Holder	Principal
Review Cycle	1 Year
Last Review	December 2025
Next Review	September 2026

Purpose	4
Aims	4
Procedures	4
Monitoring of Attendance.....	4
Promoting regular attendance	5
Attendance and Safeguarding	6
Holidays in Term Time.....	6
Contact Details	6
Absence Procedures:	6
Timings.....	6
Registration procedures.....	7
Attendance and Punctuality recording	7
Punctuality	8
How we manage lateness.....	8

Responsibilities	8
Appendix 1	10
Attendance advice for Parents and Carers.....	10
Appendix 2	12
Student Leave of Absence Request Form.....	12
Appendix 3	13
Ministry of Education Guidelines	13
Appendix 4	14
Emails for sending to parents upon child absence	14
Three Consecutive Days or More	15

Purpose

At GEMS Winchester Private School, we believe that regular and punctual attendance is essential for students to maximise their educational opportunities. Good School attendance is a key factor in raising attainment and reducing social exclusion. Students should be at School on time every day that the school is open, unless the absence is unavoidable and an acceptable reason is given.

At WSF we work in partnership with parents and students to encourage excellent attendance and to offer support in removing barriers that may prevent student from coming to school. Students who have full attendance are more successful and confident in their studies. Those who are frequently absent not only have significant gaps in their own learning but also require additional support to help them catch up. The National Foundation for Educational Research in the UK (www.nfer.ac.uk) has shown that there is a significant association between absence and attainment and that there is also evidence that there may be critical thresholds of absence linked to significantly lower performance outcomes.

Parents are expected to contact the school in the morning on the first day of their child's absence and every day the child is absent. Parents are also expected to notify the School at an early stage of potential significant problems to enable early intervention work to take place before poor attendance becomes a habit. WSF is aligned with the Ministry of Education's attendance thresholds and gradings, as outlined in the table below:

%	Grade
98.0%	Outstanding
96.0-97.9%	Very Good
94.0-95.9%	Good
92.0-93.9%	Acceptable
90.0-91.9%	Weak
89.9% or below	Very Weak

Aims

Through this policy we aim to:

- Ensure the School's attendance is above 96%
- Outline the updated procedures for recording attendance
- Outline the steps the School will take to promote positive attendance and punctuality
- Outline absence procedures for parents to follow.

Procedures

Monitoring of Attendance

Student attendance is monitored through our registration system. For attendance recording purposes, students' presence is taken during the morning registration period (AM mark) and period five in the afternoon (PM mark). For internal monitoring and safeguarding, registration is taken at the start of each lesson across the Middle and

Senior school. With regards to individual lesson registration, please note that where there is a change of teacher or classroom, the teacher must take the register.

To ensure that the attendance of students remains high on the School's agenda, attendance figures are shared weekly with leaders and discussed at leadership meetings, including the Executive Leadership Team. Analysis of attendance data at senior and middle leadership further informs strategic decision making, monitoring trends across the school and acting as required.

Promoting regular attendance

Helping to create a pattern of regular attendance is everybody's responsibility - parents, students and all members of School staff.

STUDENTS: Students are responsible for ensuring they are in School every day on time and are punctual to every lesson. School opens from 7:20am and lessons begin at 7:40am each morning. School ends at 2pm each day and 10:40am on Friday. For Pre-KG, school ends at 11:40 each day except Friday.

PARENTS and CARERS: Parents and Carers are fully responsible for ensuring the highest levels of attendance possible. They are required to inform the School by 7.30 am if their child will be absent on that day. They are obliged to provide the School with a full explanation as to why the student will not be attending. Failure to do so may lead the School to categorise the attendance as unauthorised. In accordance with UAE law a student may be permanently excluded if he/she is absent from school for 15 consecutive days within an academic year. In such cases, the School does reserve the right to exclude a child, ask them to repeat a year or withdraw the offer of a place for the following academic year.

FORM TUTORS and CLASS TEACHERS: Form Tutors and class teachers are responsible for encouraging students to attend the School each day. Senior Leaders will receive a weekly report from the data team and will use the data to work with teachers to notify parents of students of concern. Form tutors will receive a weekly report of the attendance and will notify parents of concerns through parent-tutor communications. For timings, please see below appendices. Middle and Senior leaders will work with the form tutor/class teacher to follow-up on unexplained absences.

For unexplained absences of five days or more, a safeguarding referral may be made.

DATA TEAM: The data team will have oversight of the data sharing process and ensure that the appropriate data is shared with leaders and forwarded to relevant teams. The data team will provide weekly attendance reports to senior leaders.

ADMINISTRATIVE ASSISTANTS/RECEPTIONISTS/PRE: Will update the attendance register upon awareness of a student absence. Administrative assistants expect to be notified by the parent directly, or by a member of staff (e.g. support staff or bus guardian).

Absences authorised by parents should be entered by Receptionists or PRE using the appropriate code into the register by 8.00 am each day. Between 8.00am and 9.30am the class teacher or form tutor will aim to contact the parents of students who are absent without explanation, communication will be by phone or email. The reason for the absence will then be updated onto the register with the appropriate code by 9.30am each day.

SENIOR LEADERS: The SLT will monitor and track patterns of attendance through regular reports.

Late Room Process

After the school gates close at 7:50am, students arriving will be directed to the late room in the KG Corridor. Their attendance will be registered by a member of the Senior Leadership Team, and a conversation regarding their lateness will take place. Repeated lateness will be discussed with parents to see what support may be required to ensure the child is getting to school on time each day.

Attendance and Safeguarding

Children being absent from education for prolonged periods and/or on repeat occasions can act as a vital warning sign to a range of safeguarding issues. Where a child has five consecutive school days of unexplained absence and all reasonable steps* have been taken by the school to establish their whereabouts without success, the class teacher or form tutor will record the concern on the Guard platform. The School will also ensure they follow the requirements of regulators for reporting non-attendance, where appropriate.

*Reasonable steps may include:

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

Holidays in Term Time

Taking holidays in term time will affect a student's education as much as any other absence. Any period of leave taken without the agreement of the School, or in excess of that agreed, will be classed as unauthorised. If a parent would like to request that their child takes a leave of absence during term time they must put the request in writing to the Principal/Head of School who will inform them whether or not the leave of absence is granted. A form is available from school, and can be found in the appendices in this policy.

Contact Details

As there are times when we need to contact parents about School matters, including absence, it is therefore important to have accurate contact details at all times. Parents are encouraged to ensure we have up to date numbers and email address.

Absence Procedures:

Timings

7.30 am	Parents inform School about their child's absence
7.40 am	Bus guardians inform School of bus student absences
7.30-8.00 am	Teachers or Reception Staff update attendance register with correct codes for absent students
7.40-8.00 am	Form Tutors/Class teachers complete class register

If a student is absent a parent/carer must:

- **Contact the School** as soon as possible on the first day of absence via email or Class Dojo.

- **Provide evidence** of the illness/ reasons for absence to be recorded on school system. For illness-related absences up to three days, a verbal or emailed reason without a doctor's note is sufficient.
- **Provide a doctor's note** if they are ill for 3 days or more.
- **If the absence is extended**, share additional documentation to the school

Registration procedures

Staff register students' attendance via the school register every morning by 8am and every afternoon at 12:20pm. In the event that the attendance register is not functioning, staff should arrange for a paper register to be delivered to reception by 8.00am and 12.20pm

Staff removing students from classes for events will let the teacher know so the correct register code can be applied. Where circumstances occasionally mean a student is removed for an impromptu educational reason, staff will inform the class teacher and the administration team **know immediately** to ensure the student receives a registration mark.

Attendance and Punctuality recording

Teachers and administration staff will record and track attendance and punctuality on SIMS. The following codes will be used for absences.

Reason	Code	
Illness or appointment – notified by parent	M	This code is used for illness, medical or dental appointments, providing evidence has been provided by parents. For up to 2 days absence, parents can self-report illness. For 3+ days medical absence, an official letter (e.g. a doctor's note) will be required.
School Trip	V	This code is used when a student is on a school trip or educational visit.
Study Leave- notified by parent	S	This code is used if a student has been granted Home Study or Study Leave, or is sitting an examination. This code is also used for students who are learning 'online' and are present virtually, rather than physically.
Other authorised leave	C	This code is used in exceptional circumstances.
Arrived late to School	L	This code is used when the student has arrived after registration and the National Anthem.
No reason provided	N	This code is used when we have not yet been given a reason for a student's absence from school. Every effort should be made to establish the reason for a pupil's absence – this is the Class Teacher/Form Tutor's responsibility. When the reason for the pupil's absence has been established the register should be amended with the correct code. If N remains on the child's register, an unauthorised absence will be recorded.

Punctuality

Poor punctuality is not acceptable. If a student is late during the start of the day they miss out on learning and important information. Late arriving students also disrupt lessons and the learning of others. Detentions may be set for persistent lateness and students who are late to lessons without a note or a valid reason.

How we manage lateness

Lessons start at 7.40am and we expect students to be in their class or take part in assembly where registration will take place and students will participate in the National Anthem. If a student is persistently late the relevant leader will be notified and appropriate action will be taken to support the student with time management or sanction the student with a detention. If a student has an accumulation of persistent lateness parents will be asked to meet with the Head of School.

Responsibilities

The people responsible for attendance and punctuality are as follows:

Name	Role
Class teacher (Primary and EYFS)	<ul style="list-style-type: none">• Updates register as first point of contact.• AM and PM marks must be recorded, in addition to lesson by lesson for Specialist lessons.• Send a Class Dojo message to parents if the daily absence is not communicated on the day (see Appendix 4).• Investigate unexplained absences each day.• Track low absenteeism and poor punctuality weekly with a parent follow up for students of concern. Timescales for follow up are in the appendices below.• Send communications to parents for repeated absence (see Appendix 4).• Record any concerns around unexplained absence or absence of 5 days or more on Guard.
Form Tutor (Middle and Senior)	<ul style="list-style-type: none">• Updates register as first point of contact.• AM and PM marks must be recorded, in addition to lesson by lesson.• Send a Class Dojo message or email if the absence is not communicated on the day (see Appendix 4).• Investigate unexplained absences and report to parents through parent pulse calls daily and weekly• Send daily communications to parents for repeated absence (see Appendix 4).• Track low absenteeism and poor punctuality weekly with a parent follow up for students of concern.• Record any concerns around unexplained absence or absence of 5 days or more on Guard.

Phase Leaders and Assistant Heads	<ul style="list-style-type: none"> Investigate unexplained absences at the end of each week. Analyse trends in absences and provide support to students that are of concern. Record any concerns around absence on Guard.
Student	<ul style="list-style-type: none"> Arrive to school on time and take responsibility for time management.
Parent/Carer	<ul style="list-style-type: none"> Report absence and follow up with required documentation. Ensure their child arrives at School on time. Provide evidence of medical, dental or other appointments or reasons for absence Request leave of absence through the WSF Leave of Absence request form.
Administrative Assistants/ Students Relations Executive/Class Teachers	<ul style="list-style-type: none"> Log authorised absences as reported by the parent Record lateness after the Late Room closes.
Data Team	<ul style="list-style-type: none"> Provide data and regular attendance reports to appropriate teams to senior leaders.

All School staff are committed to working with parents and students as the best way to ensure high levels of attendance.

There will be an annual review of this policy by the Senior Leadership Team and final approval will be given by the Principal.

Appendix 1

Attendance advice for Parents and Carers

Keep Your Child on Track – Attendance Matters at GEMS Winchester Private School, Fujairah

At GEMS Winchester Private School, Fujairah, we believe that showing up every day is one of the most important factors in your child's success — both in school and in life. The UAE Ministry of Education requires that students attend regularly, and families play a vital role in making that happen. The Ministry have highlighted that missing 10% of school days can reduce achievement levels by half a school year, while 20% absences can set a student back by a full year.

Why Attendance Matters

Regular attendance helps children stay engaged, confident, and on track for future success. Missing school means missing learning opportunities, classroom discussions, and friendships — all of which support your child's wellbeing.

Did you know:

- Research in the shows that students with 90 – 95% attendance are nearly twice as likely to achieve expected curriculum standards, compared to students with 85-90% attendance.
- Missing school for 9 days can half a student's chances of achieving expected curriculum standards
- Missing just 2 days a month adds up to 10% of the school year.
- By Grade 9, attendance is a stronger predictor of graduation than test scores.

Make School Attendance a Priority

- Talk about the importance of attending school every day.
- Build strong routines — pack bags the night before, set wake up alarms, and plan a calm morning start.
- Try to schedule non-urgent appointments (like dental or travel) outside school hours.
- Keep your child healthy, but if they must miss school, let the teacher know and help them catch up.
- Holidays during term time are not authorised by the Ministry of Education.

%	Grade
98.0%	Outstanding
96.0-97.9%	Very Good
94.0-95.9%	Good
92.0-93.9%	Acceptable
90.0-91.9%	Weak
89.9% or below	Very Weak

Reporting Absences

If your child cannot attend school:

1. Notify the class teacher or form tutor before 7:30 a.m. via Class Dojo or email.

2. Include the reason for absence.
3. For absences longer than two days due to illness, please provide a medical certificate.
4. For extended absence, more documentation will be required. Please be prepared to get this to us swiftly once requested.

Punctuality Counts Too

Every minute of learning matters. Students should arrive by 7:40 a.m., ready for registration at 7:45 a.m. Late arrivals miss valuable learning time and disrupt the class. Repeated lateness will be followed up by the teacher and leaders of the school.

Help Your Child Stay Engaged

- Ask your child about their classes and friendships — are they feeling safe and motivated?
- If your child seems anxious or reluctant to attend, contact their teacher or the school counsellor.
- Encourage participation in clubs, sports, and after-school activities — belonging helps boost attendance.
- Monitor social connections and help manage peer pressure or online distractions.

When Attendance Becomes a Challenge

We understand that some families face genuine difficulties with attendance. Please don't wait until absences add up — reach out early. Our team, including counsellor and Assistant Heads, can help with strategies, routines, or emotional support.

Consequences of Poor Attendance

- Repeated unauthorised absences will result in communication from the school.
- Continued absenteeism may be logged as a safeguarding concern and referred to the Ministry of Education's Child Protection Department.
- Poor attendance or punctuality affects academic progress and may affect promotion to the next grade.

Together, We Can Make Every Day Count

Families and schools share the same goal — helping every child thrive. By making attendance a daily habit, you are giving your child the best chance for success. Thank you for supporting regular, on-time attendance at GEMS Winchester Private School, Fujairah.

Appendix 2

Student Leave of Absence Request Form

GEMS Winchester Private School Fujairah

Student Leave of Absence Request Form

In accordance with UAE Ministry of Education regulations and GEMS Winchester Private School, Fujairah attendance policy, parents or guardians must submit this form in advance of any planned absence to request the student to be granted authorised absence. Requests will be reviewed by the Head of School and Principal. Authorised leave will be granted only in exceptional circumstances.

Student Information

Student Name: _____

Student ID number: _____

Year Group / Class: _____

Form Tutor: _____

Parent / Guardian Information

Parent / Guardian Name: _____

Contact Number: _____

Email Address: _____

Details of Requested Absence

Dates of Absence: From _____ To _____

Total Number of School Days Requested: _____

Reason for Absence (please provide full details):

Supporting Documentation

Please attach any supporting evidence (e.g., medical certificate, travel documentation, or official letter). Requests without documentation may be considered unauthorised.

Parent / Guardian Declaration

I understand that prolonged or unauthorised absence may affect my child's academic progress and promotion to the next grade. I confirm that the information provided is accurate.

Parent / Guardian Signature: _____ Date: _____

School Use Only

Received By: _____ Date: _____

Reviewed By (Head of School): _____ Decision: Approved / Not Approved

Principal Signature: _____ Date: _____

Notes:

Appendix 3

Ministry of Education Guidelines

Attendance Benchmarks:

- Outstanding/Excellent: 98% (**no more than three days absent**)
- Very Good: 96% (**up to seven days absent**)
- Good: 94% (**up to 11 days absent**)
- Acceptable/Satisfactory: 92% (**up to 13–15 days absent**)
- Weak/Very Weak: Below 92% (**more than 15 days absent**)

According to the MoE guidelines, the below are the Attendance Requirements by Grade Level

- **Grades 1–3:**
 - Must attend **at least 65%** of school days and complete assessments in **two semesters** to be promoted.
 - Alternatively, complete assessments across **three semesters**.
- **Grade 4:**
 - Must pass all core subjects with **at least 50%**.
 - Must have **fewer than 15 unexcused absences** (consecutive or separate).
- **Grades 5–8:**
 - Same as Grade 4: pass core subjects with **50% minimum** and **less than 15 unexcused absences**.
- **Grades 9–12:**
 - Must score **at least 60%** in all core subjects.
 - Must maintain **fewer than 15 unexcused absences**

Appendix 4

Emails for sending to parents upon child absence

رسائل البريد الإلكتروني التي يجب إرسالها إلى أولياء الأمور عند غياب الطالب

1. For students who have not arrived to school by 8am, it is the Tutor/Class Teacher's responsibility to email the parents to inform them that the child has either not arrived at school using the template below:

Good morning, I hope you are well.

You are receiving this email because your child has not yet registered for school. I would appreciate you sending me an email to confirm the reason for their absence by 12pm today, so I can update the records accordingly.

Thank you for your support,

ADD TUTOR/CLASS TEACHER NAME

بالنسبة للطلاب الذين لم يصلوا إلى المدرسة بحلول الساعة 8 صباحًا، يقع على عاتق معلم الفصل/رائد الفصل مسؤولية إرسال بريد إلكتروني إلى أولياء الأمور لإبلاغهم بأن الطالب لم يصل إلى المدرسة، وذلك باستخدام النموذج الموضح أدناه:

صباح الخير، أمل أن تكونوا بخير.
أنتم تتلقون هذا البريد الإلكتروني لأن ابنكم/ابنتكم لم يتم بتسجيل الحضور في المدرسة حتى الآن. أرجو منكم إرسال بريد إلكتروني لتأكيد سبب الغياب قبل الساعة 12 ظهرًا اليوم، حتى نتمكن من تحديث السجلات وفقًا لذلك.
شكرًا لتعاونكم،

ضع اسم معلم الفصل / رائد الفصل

Once this email has been sent, the Teacher must ensure that the code 'N' remains on SIMS until more information has been given by the family.

If a student who is expected in school arrives late to school, the 'N' code will need updating to 'L'.

If a parent informs a Tutor/Class Teacher that their son/daughter is ill, the Tutor/Class Teacher should amend the register for the relevant day from an 'N' code to an 'M' code which means 'Medical/Illness/Dental'. For any other absence reasons, please use the appropriate code from the list shared above.

This process outlined above must be completed **every day** and it is the Assistant Head Teachers' responsibility to ensure their Tutor Team/Class Teachers are following this procedure.

PLEASE NOTE: This procedure is for daily attendance and not for lesson to lesson attendance. For lesson by lesson attendance, whether a student is physically in the classroom or accessing the lesson virtually, staff simply need to mark the students as '/' for physically present or 'N' for absence, and 'L' for late to lessons.

For continuous absenteeism, the following actions must be taken and communications shared:

Three Consecutive Days or More

It is the Class Teacher/Tutor's responsibility to inform their Phase Leader/Assistant Head where they have had a student fail to attend school for 3 consecutive days or more where no reason has been provided by the family. Once a student has been identified, the Phase Leader/Assistant Head is responsible for sending the following email to the family, copying in the Head of School.

Dear Parent,

I would like to draw your attention to the fact that your child, ADD NAME (ADD TUTOR GROUP), has not accessed their morning registration period for the last 3 days. You should have received daily emails from your child's Form Tutor informing you of this, in order for you to respond with an explanation. I am emailing you to ask if there is anything that is preventing your child from accessing their lessons, so we can see what support we can offer you to help get them back to learning.

Thank you for your support,
ADD PHASE LEADER/ASSISTANT HEAD NAME

غياب ثلاثة أيام متتالية أو أكثر

ولي الأمر العزيز،
أود لفت انتباهكم إلى أن ابنكم/ابنتكم، (إضافة الاسم – إضافة مجموعة الإرشاد)، لم يقدّم بتسجيل الحضور الصباحي خلال الأيام الثلاثة الماضية. من المفترض أنكم تلقّيتُم رسائل بريد إلكتروني يومية من معلم الفصل لإبلاغكم بذلك، وذلك لإتاحة الفرصة لكم لتقديم عذر الغياب. أرسلكم اليوم للاستفسار عما إذا كان هناك ما يمنع الطالب من الحضور للمدرسة، حتى نتمكن من معرفة نوع الدعم الذي يمكننا تقديمه لمساعدته على العودة إلى التعلم.
شكرًا لتعاونكم،
ضع اسم قائد المرحلة / مساعد رئيس المرحلة

If the Phase Leader/Assistant Head does not receive an email from the family by the following day, they will report this to the Head of School. On receiving this, the Head of School will attempt to contact the family via telephone, in order to discuss the attendance issue with the family. Once contact is made, the person who has made contact is responsible for emailing the family with a summary of the conversation, as well as reconfirming our school expectations of daily attendance.

If the relevant Phase Leader/Assistant Head cannot make contact over the telephone after 3 attempts, they will email the parent further raising our any concerns and CC the Vice Principal. A discussion will take place with the VP to determine further actions required. An example of this email is:

Dear Parent,

I have been trying to contact you regarding your child, ADD NAME (ADD TUTOR GROUP), who has not accessed their morning registration period for the last three days. You should have received daily emails from your child's Form Tutor informing you of this, in order for you to respond with an explanation, as well as an email from your child's Phase Leader/Assistant Head. I have also tried to communicate with you over the telephone three times. I am emailing you to ask if there is anything that is preventing your child from accessing their lessons, so we can see what support we can offer you to help get them back to learning.

Kind regards,
PHASE LEADER/ASSISTANT HEAD NAME

إذا لم يتمكن قائد المرحلة/مساعد مدير المدرسة المعنى من التواصل هاتفياً بعد ثلاث محاولات، فسيقوم بإرسال بريد إلكتروني إضافي إلى ولي الأمر يوضح فيه أي مخاوف قائمة، مع إرسال نسخة إلى نائب مدير المدرسة. وسيتم عقد نقاش مع نائب المدير لتحديد الإجراءات الإضافية المطلوبة. وفيما يلي مثال على هذا البريد الإلكتروني:

ولي الأمر العزيز،
لقد حاولت التواصل معكم بخصوص ابنكم/ابنتكم، (إضافة الاسم – إضافة مجموعة الإرشاد)، الذي لم يتم بتسجيل الحضور الصباحي خلال الأيام الثلاثة الماضية. من المفترض أنكم تلقيتم رسائل بريد إلكتروني يومية من المعلم المرشد، بالإضافة إلى رسالة من قائد المرحلة/مساعد مدير المدرسة، وذلك لتمكينكم من تقديم عذر الغياب. كما حاولت التواصل معكم هاتفياً ثلاث مرات. أرسلكم للاستفسار عما إذا كان هناك ما يمنع الطالب من الحضور للمدرسة، حتى نتتمكن من معرفة الدعم الذي يمكن تقديمه لمساعدته على العودة إلى التعلم.
مع خالص التحية،
ضع اسم قائد المرحلة / مساعد رئيس المرحلة

For known vulnerable students with attendance issues, staff should escalate their concern to the DSL who will seek further guidance from SSC and ensure contact is made.

If we have not had contact for 5 consecutive days with any student, the Phase Leader/Assistant Head will share this information with the DSL. The DSL will check for any previous safeguarding concerns and seek guidance from SSC to ensure contact is made.