



Introduction

This Attendance and Punctuality policy is to ensure that there is an efficient system, known to all, for ensuring that pupils attend the College on time, on a daily basis. It will also establish that and in the case of lateness, pupils leaving early and non-attendance there is a reason known to the College. At the beginning of each academic year, the College shall develop, implement, monitor, and regularly review and communicate our Attendance and Punctuality Policy to parents and publish it on our website.

Regular attendance at school is crucial for pupils' academic success and overall development. Consistent attendance ensures that pupils do not miss out on essential lessons, activities, and interactions that are fundamental to their learning process. It helps them stay on track with the curriculum, understand complex concepts, and develop critical thinking skills. Moreover, being present in school fosters a sense of responsibility, discipline, and time management, which are vital for personal growth and future success. Attendance also promotes social skills and peer relationships, contributing to a well-rounded educational experience. In essence, regular school attendance is a key factor in achieving academic excellence and preparing pupils for future challenges.

Aims

The aim of this policy is to ensure all pupils, College staff, Parents and Guardians understand the importance of regular attendance and the procedures for reporting any absence.

- Ensure that College deals firmly and effectively with concerns related to student absence and punctuality.
- Outline exceptional circumstances under which pupils may not be promoted or accelerated beyond their age-appropriate year
 - To promote positive attitudes towards attendance from pupils and parents
 - To provide a learning environment which encourages all our pupils to attend regularly and punctually, enjoy their learning and achieve their full potential
 - To achieve 98% + attendance for the school each academic year
 - To minimise persistent absence, days taken as holiday and other unauthorised absences
 - To minimise incidents of lateness.

Brighton College Abu Dhabi actively promotes and encourages 100% attendance of all pupils. Our aim is to ensure that pupils arrive at the College and to lessons on time.

The target for all pupils is to achieve 100% attendance and 100% punctuality. The minimum expectation for all pupils is attendance over the academic year of 98%.

- Outstanding: 98% and above
- Good: 96%
- Acceptable: 92%
- Unacceptable: below 92%



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1.0 Attendance and Punctuality Procedures

1.1 Start of the School Day Attendance

Start of the school day		
Pre-Prep	Prep	Senior
All Pre-Prep Pupils are required to be in school by 7.47am.	All Prep Pupils are required to be in school by 7.47am.	All Senior School pupils are required to be in school by 7.40am.
Morning activities from 7.20am-7.47am.	Morning activities from 7.20am-7.47am.	Tutors are available in form rooms from 07.30am.
The class teacher takes the register at straight after the National Anthem has played at 7.47am.	The class teacher takes the register at straight after the National Anthem has played at 7.47am.	The form tutor takes the register at 07.40am , any pupil who arrives after this time will be considered late
Any pupils who arrive after the National Anthem are marked as late by the reception team.	Any pupils who arrive after the National Anthem are marked as late by the reception team.	Any pupils who arrive after the National Anthem has been played will be marked late by the reception team.
The reception team will contact parents via phone call for any unexplained absences after 8am.		

Each day our Administration team will contact the parents of all absent pupils within 2 hours of the registers closing. The outcomes of these conversations are logged on our monitoring systems and pupils will be allocated as either an authorised or unauthorised absence. Supporting documentation must be presented for an authorised absence and this will be stored on the pupil file in iSAMs.

As per ADEK guidelines the College shall authorise the following types of absences, provided they **are supported by a signed letter from parents or official documents from appropriate authorities – failure to provide the necessary documentation will result in a non-authorised absence:**

- 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, escort leave, 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.



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- 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).
- Leave for medical or therapeutic reasons for pupils with additional learning needs.
- Government-approved school closures due to extreme weather conditions.

Where an absence is authorised, the College shall inform the pupil of work to be caught up and shall allow the pupil to complete any assignments or tests that they have missed.

Unauthorised Absence

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

- Shopping trips.
- Unnecessary travel.
- Other types of absences not included in the authorised absences list.

Any requests for prolonged authorised absence must be submitted in writing and in advance to the appropriate Head of School along with a completed Leave of Absence Form.

Every day throughout the academic year is a day of learning. Our curriculum and productive lessons take place from the first day of an academic term, until the last. Pupils who miss either the beginning or end of terms due to unnecessary travel (not listed in the ADEK authorised absence list) will be logged as unauthorised absence. Pupils who miss this time will be missing curriculum content and learning that can have a detrimental impact on their progress.

Pupils are considered to be truant if they are absent from School without their Parents'/Guardians' knowledge or consent, or if Parents'/Guardians have colluded with the pupil so that they are absent without authorisation.

Truancy is an unauthorised absence, and College must immediately inform the pupil's Parents'/Guardians of incidents of truancy and shall hold discussions with them and the pupil and closely monitor the pupil's attendance. If an absence is authorised, the pupil has the right to make up the work and tests that were missed.

If a pupil has been absent for 2 days or more due to illness you must provide the College Reception with a Sick Note/Sick Leave form from the doctor/medical facility by emailing absent@brightoncollege.ae
If a pupil is only absent for one day an email must be sent to absent@brightoncollege.ae to ensure the College is aware of the pupils' absence and why.

All attendance is recorded daily on the ADEK eSIS system.



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1.2 Monitoring and interventions

As per ADEK guidelines the College will identify pupils in Year 2 and above with unauthorised absence rates above 5% (based on total calendar school days). These pupils will be identified as a “cause for concern” and potentially at Educational Risk.

For Nursery, FS2 and Year 1, schools shall identify a pupil's overall absence rates (including authorised and unauthorised absences) above 10% of the total calendar days outlined by ADEK (182), as a “cause for concern” and potentially at Educational Risk. The College is authorised to further escalate, in line with the ADEK Educational Risk Policy and/or the ADEK Student Protection Policy, if applicable.

Persistent absences (in line with ADEK guidelines) will have an impact on pupil learning. Where a pupil is deemed at Educational Risk, there is the possibility that the pupil will not be promoted into the next academic year. Outlined below are the stages that the College will follow:

Monitoring and Intervention Procedures			
Nursery, FS2 and Year 1		Year 2 and above	
The class teacher/form tutor will run a weekly attendance report and alert the HOY/HMM if attendance becomes a cause for concern.			
98%+ Attendance Up to 3 days unauthorised absence	Excellent attendance – meeting school expectations.	98%+ Attendance Up to 3 days unauthorised absence	Excellent attendance – meeting school expectations.
95% 11 days unauthorised absence	Letter 1 sent to parents by the class teacher to inform them that their child is now has 5% unauthorised absence. Ongoing monitoring by teacher. Letter uploaded on CPOMS.	97% 5 days unauthorised absence	Letter 1 sent to parents by the class teacher / tutor to inform them that their child now has 3% unauthorised absence. Ongoing monitoring by teacher/ tutor. Letter uploaded on CPOMS.
90% 18 days (including authorised and unauthorised absences)	Letter 2 to be sent to parents by Head of Year outlining concerns and to request a meeting to discuss. Recorded on CPOMS and letter uploaded.	95% 11 days unauthorised absence.	Letter 2 to be sent to parents by the House Mistress / Master /HOY outlining concerns and to request a meeting to discuss. Recorded on CPOMS and letter uploaded.
	Reasons for the pupil absence will be discussed during the meeting and targets will be set that will be monitored by the Head of Year. Parents will be informed that their child may be at Educational Risk.		Reasons for the pupil absence will be discussed during the meeting and targets will be set that will be monitored by the HOY/ HMM. Parents will be informed that their child may be at Educational Risk.
88% 22 days	Letter 3 sent by Deputy Head Pastoral. Meeting arranged with	92% 15 days	Letter 3 sent by Deputy Head Pastoral. Meeting arranged with



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(including authorised and unauthorised absences)	DH pastoral. A pupil Documented Learning Plan will be created with a focus on attendance. The plan will be agreed by both the College and parents and monitored by the pastoral team.	(including authorised and unauthorised absences)	DH pastoral. A pupil Documented Learning Plan will be created with a focus on attendance. The plan will be agreed by both the College and parents and monitored by the pastoral team.
<p>If attendance drops below 90% (18 days) (Yr2 upwards) or 85% (27 days) (NS – Yr1) then a letter will be issued by the Head of Pre-Prep/Prep/Senior requesting a meeting to discuss. If attendance does not improve, the Headmaster may, in consultation with ADEK, ask the parent to remove their child from the school roll.</p> <p style="text-align: center;">In summary, the school defines persistent absenteeism (PA) as missing 9% or more of schooling (unauthorised) across the year for whatever reason.</p> <p style="text-align: center;">Attendance below 90% / 88% (PA) has serious implications on the pupil’s progress and achievement.</p> <p style="text-align: center;">In line with ADEK recommendations, the college will work with the pupil and parent through an individual intervention support programme with agreed targets.</p>			

In addition to our school procedures ADEK will also be monitoring pupil attendance via the eSIS system and parents will receive notifications based on the below criteria.

Each category will trigger a different message, and the content of these messages is designed to encourage parents to ensure their child attends school regularly, emphasizing the importance of consistent education for their child's academic development. Once the absence threshold is reached, the relevant authorities will take further action.

Initial Absence Notifications: These messages will explain the impact of missing school and emphasise the importance of regular attendance.

3 days of unexcused absence
6 days of unexcused absence
8 days of unexcused absence

Referral to ADEK: These messages will inform parents that their child has been referred to ADEK for closer monitoring, and further actions may be taken if the absenteeism continues.

11-14 days of unexcused absence
15-17 days of unexcused absence

Notification of Further Action: This message indicates that the relevant authority will contact the parent to discuss the consequences of continued unexcused absences.

18-19 days of unexcused absence

Consequences and Final Action: At this stage, the message will inform parents that the relevant authority will take action and contact them to discuss the consequences of non-compliance with school attendance policies.

20 or more days of unexcused absence



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1.3 Support

The College aims to work collaboratively with all of our families in order to support them and their child/children to achieve and maintain excellent attendance. Below are examples of how the College may support / encourage and work with pupils and families.

- Reward and celebrate excellent and improved attendance and punctuality through certificates, assemblies and bespoke House rewards.
- Communicate with pupils and parents at regular intervals the importance of good attendance, as well as the impact of absence and the potential consequences.
- Safeguarding against travel-related absences during periods before/after school breaks by verifying that lesson plans enable positive engagement in productive learning throughout the academic year.
- Notify parents when attendance drops to the ADEK cause for concern level and involve them in the planning of support and intervention measures.
- Where a pupil is identified as being at Educational Risk due to attendance issues the College will implement a Documented Learning Plan which will outline any personalised targets, modifications to curriculum, additional support, or tools for learning which are agreed by school staff, parents, and pupils (where appropriate).

1.4 Punctuality

All pupils are expected to be on time for morning registration and for all lessons.

In Pre-Prep School, all pupils who arrive at their classroom after the National Anthem has played at 7.47am will be marked as late. Pupils will sign in at the Pre-Prep reception and will receive a late pass to be handed to their class teacher. The main registers will be updated by the reception team.

In Prep School, all pupils who arrive at their classroom after the National Anthem has played at 7.47am will be marked as late. Pupils will sign in at the college main reception and will receive a late pass to be handed to their class teacher. The main registers will be updated by the reception team.

In the Senior School, all pupils should arrive at their tutor room between 7.30am and 7.45am; after the National Anthem pupils will be marked as late by their tutor. Any senior pupils who arrives after this time MUST sign in late at the Front Gate reception and will receive a late pass. This should be handed to their class teacher when they go to lesson.

The late register will be communicated to our reception team, who will update registers accordingly.

The College will excuse pupils who are late in the morning in the case of adverse weather conditions, or any other exceptional reason deemed appropriate by the College administration.



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Changes to drop off and collection.

- Early pick up from the College is not acceptable without a valid reason for safeguarding purposes.
- Parents are strongly encouraged to make medical appointments outside of College hours. Where this is not possible, a medical note / appointment letter must be provided in order for it to be classed as an authorised absence.
- Parents must notify the College personally about changes to collection arrangements. This should be communicated via email before 10am.
- Bus pupils are not allowed to switch buses on any day. Bus pupils may switch from bus to car if the College is notified in advance, as above.
- Parents do not receive a refund if the pupil does not use a bus that they have paid for.
- Parents are expected to make arrangements with the Bus Company if they intend to make changes, it is not the responsibility of the College.
- If a parent decides to collect a child from school, then they must contact the bus company and the College.

2.0 Monitoring and Review

Policy to be reviewed and checked annually by the Headmaster.

Head Master on behalf of the College:



On behalf of the Governors:





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Change History Record

Version No.	Description of Change	Owner	Date of Issue
1.0	Updated following ADEC policy review	Deputy Head Master	June 2015
2.0	Updated times	Deputy Head Master	June 2017
3.0	Change from Engage to iSAMs	Deputy Head Master	June 2019
4.0	Change from Headmaster to Head Mistress	Vice-Principal	December 2022
5.0	Change from Head Mistress to Headmaster. Times adjusted and formatted	Deputy Head Pastorals	October 2023
6.0	Change for late drop off in Pre-Prep/Prep/Senior	Deputy Head Pastorals	November 2023
7.0	Changes to ensure policy is in line with updated ADEK guidelines.	DHPs	December 2024



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Brighton College Abu Dhabi Policies and Guidelines

Policy Statement

Brighton College Abu Dhabi policies have been developed by the College Leadership Team (CLT) with input and guidance from the Brighton College network, including Brighton College UK.

Policies reflect current best practice.

At the time of writing, policies aligned with the following:

- ADEK Guidance and Guidelines for Private Schools
- MOE United Arab Emirates School Inspection Framework
- DSIB School Inspection Supplement
- The College's Development Plan written for ADEK approval
- Standards for British Schools Overseas (DfE)
- COBIS Accreditation and Compliance
- Bloom Education and Bloom Holding policies where applicable.

Should any regulations change or develop further, the policies will be reviewed to ensure continued alignment.

Policy Structure

Policies will show the date of writing and reviews on them. Version control will also be in place. Should there be an error or inaccurate fact in any policy, a CLT member should be notified.

Policy Development

Policies will continue to be developed as strategic priorities are set.