



LITTLE FLOWER ENGLISH SCHOOL DUBAI

POLICY ON ATTENDANCE AND PUNCTUALITY

This policy & procedures are reviewed annually to ensure compliance with current regulations.

Approved/ Reviewed by	
Policy Lead	MS. ANNIE MATHEW
Role	PRINCIPAL
Date of review	18-03-2026
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Signature	



Little Flower English School - Attendance & Punctuality Policy

At **Little Flower English School**, we emphasize the importance of **regular attendance** and **punctuality** for academic success. This policy aims to maintain a learning environment where students benefit from continuous interaction with teachers and peers, as consistent school attendance is vital for achieving the highest level of academic performance.

Regular attendance is not just about meeting educational requirements; it plays a fundamental role in a student's ability to learn, grow, and succeed. Absenteeism disrupts both individual learning and the classroom environment. Students who attend school consistently are more likely to thrive academically and develop the necessary skills to succeed in life.

Role of Parents in Attendance

We recognize the critical role that **parents and guardians** play in ensuring their children are attending school regularly and arriving on time. Parents are expected to work closely with the school to promote good attendance and address any challenges related to absenteeism or tardiness.

Policy Objectives

Little Flower English School's attendance policy is designed to:

1. **Encourage Regular Attendance:** Ensuring that students attend school every day to benefit from structured learning.
2. **Offer Flexibility:** Providing a framework for excused absences on medical grounds, while keeping administrative processes simple.
3. **Communicate Effectively:** Establishing an effective communication channel between the school and parents to address attendance issues proactively.
4. **Clarify Responsibilities:** Outlining the responsibilities of students, parents, and educators in maintaining good attendance and punctuality.

Key Aspects of the Attendance Policy

- **Mandatory School Attendance:** Students must be present on every scheduled school day.
- **Class Attendance:** Students are expected to attend all classes according to their individual timetables.
- **Punctuality:** Students must arrive at school and classes on time to ensure they do not miss out on valuable learning opportunities.

School Timings

Students must report to school by 7:40 a.m. All students reporting after 7:40 a.m. must proceed to school office and should not enter classrooms directly.

Regular attendance at school is essential to ensure uninterrupted progress and to enable children to extend their potential and therefore we expect children to attend school every day. The attendance for all children is monitored weekly, with the school

seeking to work actively with parents to ensure a regular pattern is maintained.

Each child's attendance is summarised in line with KHDA guidance as:

Outstanding Attendance is at least 98%

Very Good Attendance is at least 96%

Good Attendance is at least 94%

Acceptable Attendance is at least 92%

Weak Attendance is less than 92%

Very Weak Attendance is less than 90%

Attendance Criteria

- **Eligibility for Exams:** To qualify for the final exams, students must have a minimum of **75% attendance** in the academic year. Students who fail to meet this requirement may not be allowed to sit for the exams.
- **Condonation Requests:** In special cases (such as illness, medical emergencies, etc.), parents may request condonation for attendance, with appropriate documentation such as medical certificates.

School's Responsibilities

- **Clear Expectations:** The school will communicate the expectations regarding attendance and punctuality to all students and parents.
- **Monitoring Attendance:** The school will track and report attendance regularly, notifying parents promptly if any attendance concerns arise.

Parent's Responsibilities

- **Understand & Support the Policy:** Parents should familiarize themselves with the school's attendance policy and encourage their children to attend school regularly.
- **Ensure Timely Arrival:** Parents should ensure their children arrive at school on time every day.
- **Notify the School:** If a student will be absent, parents should inform the school as early as possible, ideally before the school day begins.

Consequences for Tardiness & Absenteeism

To encourage good attendance and punctuality, the school will enforce the following consequences for **repeated tardiness** or **absenteeism**:

Tardiness (Late Arrival)

Late arrival refers to students being late for school or for individual lessons.

Frequency	Consequences
First 3 incidents	Written warning; parents notified
Additional 3 incidents	Meeting with Principal or designated representative; written pledge from parents and student; noted in the report card

Frequency	Consequences
Further incidents	Potential suspension and refusal for re-enrolment in the next academic year

Absenteeism (Frequent Absences)

Absenteeism refers to repeated or habitual absence from school or classes without valid reasons.

Frequency	Consequences
First 3 incidents	Written warning; parents notified
Additional 3 incidents	Meeting with Principal; written pledge from parents and student; recorded in the report card.
Further incidents	Potential suspension and refusal for re-enrolment in the next academic year

Leave Application Process

Leave applications for periods exceeding 3 days must be approved by the **Principal** before taking leave. Failure to apply for leave may result in the student being removed from the school register.

Leave During Exams

Leave will **not** be granted during examination periods except in exceptional circumstances, as per school rules and regulations laid down by the authorities..

Guidelines for Students

- **No Unauthorized Absences:** Students must not remain absent without a valid reason. Students absent for 20 consecutive days without valid justification may be removed from the school register.
- **Late Arrival Procedure:** Students who arrive late must bring a note from their parent/guardian explaining the reason.
- **Early Dismissals:** Students may not leave the school premises without prior approval from the **Principal**.

Excused Absences & Late Arrivals

Students who arrive late or need to leave early due to medical or personal reasons should notify the school in advance. Upon arrival, they must check in at the office before attending class.

- **Medical or Personal Reasons:** If a student arrives late or needs to leave early due to a doctor's appointment or other personal reasons, the parents should inform the school before the school day starts. The student must report to the office before proceeding to class.
- **Early Dismissals:** For early dismissals, the student must have written permission from a parent/guardian and sign out at the office before leaving.

Unexcused Absences

An absence is considered **unexcused** if the student does not have prior approval or a valid reason. If a student arrives **more than 15 minutes late** to class or if the school does not receive prior notification from a parent, the absence will be recorded as unexcused. Parents will be contacted for clarification.

Conclusion

At Little Flower English School, we are committed to providing a positive learning environment where every student has the opportunity to succeed. Regular attendance and punctuality are essential in achieving this goal. We urge parents and students to work together with the school to ensure that attendance remains a priority throughout the academic year. Together, we can help students reach their full potential