



مدرسة ديرة الدولية
DEIRA INTERNATIONAL SCHOOL
FESTIVAL CITY

 Al-Futtaim Education Foundation

Attendance Policy

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Introduction

Regular and punctual school attendance is important. For our students to take full advantage of the educational opportunities available to them and, it is vital that they attend school regularly and ensure that they are in school on time, every day the school is open unless the reason for the absence is unavoidable.

Children who are persistently late or absent often see their achievement slow because they develop large gaps in their learning, this impacts on their progress and their ability to meet age related learning expectations. Students with an attendance rate below 90% on average perform a whole grade lower than their peers who have an attendance above 90%.

Students who attend school regularly also feel more connected to their community, develop important social skills and friendships, which are good for their mental health, and consequently sets them up for a strong and successful future.

At DIS we aspire for students to achieve a minimum attendance of 98% or above so that students maximize the learning opportunities made available to them. We will reward students termly and annually for 100% attendance.

It is very important therefore, you make sure that your child attends regularly and this policy sets out how, together, we will achieve this.

Why is attendance so important?

Learning: Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any student's absence can disrupt teaching routines thus affecting the learning of others in the same class. Ensuring your child's regular attendance at school is the parents' responsibility.

Promoting Regular Attendance: Helping to create a pattern of regular attendance is everybody's responsibility - parents, students and all members of school staff.

Aims and objectives

- Improve students' achievement by ensuring high levels of attendance and punctuality.
- Achieve 98% attendance for all students, apart from those with chronic health issues.
- Raise awareness of parents, and students on the importance of uninterrupted attendance and punctuality at every stage of a child's education.
- Work in partnership with students, parents and the staff so that all students realise their potential, unhindered by unnecessary absence.
- Establish a pattern of monitoring attendance and ensure consistency in dealing with regular absence.
- Recognise the key role of all staff, but especially class teachers, in promoting good attendance.

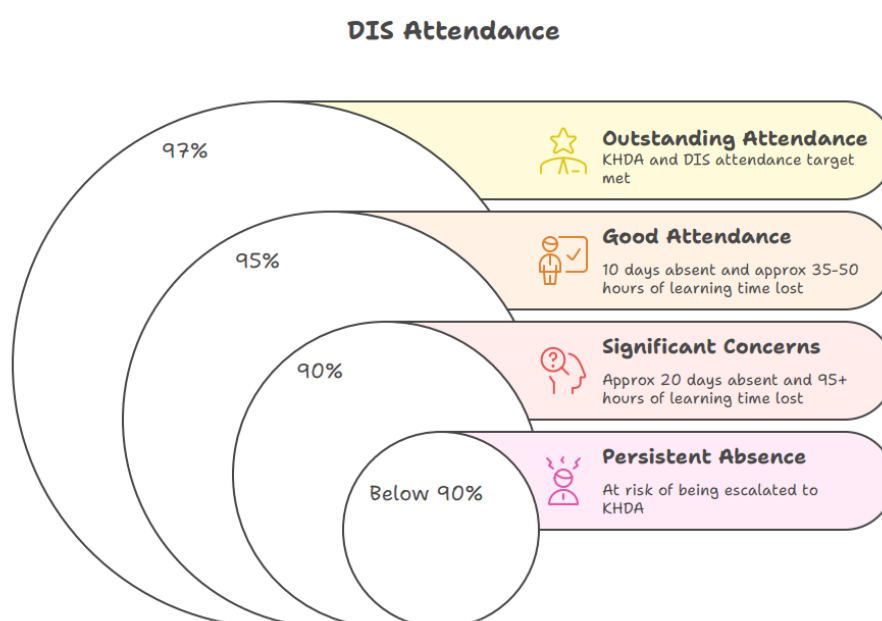
We maintain and promote good attendance and punctuality through:

- Ensuring that parents have an understanding of the responsibility placed on them for making sure their child attends regularly and punctually.
- Equipping students with the life skills needed to take responsibility for good school attendance and punctuality appropriate to the child's age and development.
- Regular communication sent out to parents of students whose attendance is becoming a concern.

- Report to parents in December, April and June on how the student is performing in school, what their attendance and punctuality rate is and make the students aware of the impact that attendance has on attainment.
- Developing and implementing procedures for identifying, reporting and reviewing cases of poor attendance and persistent lateness.
- Developing and implementing procedures to follow up non-attendance at school.
- Rewarding good or improving attendance termly and annually.

What does good attendance look like?

At DIS we are compassionate and understanding in our approach to attendance, but we remain ambitious, showing our support in order for students to attend school and be successful. Please familiarise yourself with the below attendance thresholds.



Key Definitions

Authorised

- The school has given you permission for your child not to attend school. For example, illness. Medical certificate is required
- Authorised absence is clearly stated in your child's record.
- Authorised absence still impacts on your child's overall attendance figure as they aren't physically in school.
- Authorised Illness – On the second day of illness a medical note must be provided. One day absences will be monitored and request for medical evidence may be requested for persistent absences.

*** Please refer to appendix A for examples.

Unauthorised

- The school hasn't given you permission to take your child out of school.
- Unauthorised absence is clearly stated on your child's record.
- If your child has several unauthorised absences this will be escalated to the KHDA. This could lead to potential non re enrolment or demotion of a year group.

*** **Please refer to appendix A for examples.**

What if you take your child on unauthorised absence/leave?

If you take your child out of school without advance permission (except where they're unwell), the following may happen:

- Possible referral to the KHDA.
- Official Warning letter from the school.
- A number of unauthorised absences will be escalated to KHDA and Community Development Team.
- Possible non re enrolment or demotion of a year group as per KHDA approval.

*** **Please refer to appendix B for further information.**

Persistent Absence

A student becomes a 'persistent absentee' when their attendance record is a cause for concern and is below 90%. Absence at this level is doing considerable damage to the child's educational prospects and we need parents' fullest support and co-operation to tackle this. The school adopts a graduated response framework to ensure early intervention and consistent leadership oversight. Some of the actions that may be taken by the school are:

- Warning letter issued to parents by the school after recognition of ongoing absence problems.
- Meeting with parents to establish circumstances. Attendance targets will be set.
- If attendance targets are not adhered to then then a referral to the KHDA will be made.
- Failure to abide by the attendance policy of the school will then be considered with regard to non-promotion for the next academic year.

Friday Attendance Expectations

Fridays remain a compulsory school day despite the shorter timetable.

The school closely monitors attendance patterns relating to Fridays. Repeated Friday absences, particularly where patterns emerge, will be investigated and may be escalated in line with the school's graduated response procedures. Persistent or unexplained Friday absences may be referred to KHDA and the Community Development Team in line with regulatory guidance.

Religious Holidays

The school can only authorise religious holidays in accordance with the KHDA approved academic calendar. Absences outside of these approved dates will be recorded as unauthorised.

Absence Reporting and Medical Evidence Requirements

If your child is absent due to illness:

- Parents must email absences@disdubai.ae on the first day of absence. Please include your child's name, year group and reason.
- A medical certificate must be provided on the second consecutive day of sickness absence.

- The school tracks patterns of repeated single day sickness absences. Where such patterns emerge, medical evidence may be requested at the discretion of the school.
- Failure to provide appropriate medical evidence when requested may result in the absence being recorded as unauthorised.
- Any long-term absences contact your Year Learning Coordinator, so they are able to support you and your child further.
- If your child needs to leave school early you must e-mail absences@disdubai.ae one day prior with the reason and evidence where necessary.
- All medical appointments etc should be made outside school hours.

Request for Leave of Absence

Deira International School strongly disapproves of students being removed from school in session (e.g. for vacation purposes).

Leave of absence is given at the discretion of the school. If holidays are taken during term time they will be marked as unauthorised absences. All students who attend a school day trip or overnight excursion will be marked as present.

The school will not authorise an absence during the following times: -

- When a student is just starting the school. This is very important as your child needs to settle into their new environment as quickly as possible.
- Immediately before and during assessment periods, school examinations and IB examinations.
- When a student's attendance record already includes a high level of absence.
- For a family holiday or prior to a school holiday starting/ finishing.

If a student takes holiday leave or has absences for greater than 15 consecutive/ non-consecutive days, then this student may be retained within his/her current year level at the end of the academic year. All absence shall be recorded as such on the student report.

Punctuality Procedures

Poor punctuality is not acceptable. If your child misses the start of the day, they will miss important work and learning time.

Deira International School requires students to be in their first lesson by starting at 7:45 am. If a student arrives after 7.48am they will be registered as present but will be still marked late by their teacher.

For Primary School: If a student arrives after 7.48am they must proceed to the main secondary school reception to be marked present before entering normal classes. **Please refer to appendix B for further guidance.**

The school has targets to improve attendance and you have an important part to play in meeting these targets.

Our target is to achieve 98% attendance which is rated as outstanding by the KHDA, who emphasise that attendance is the key to successful schooling and high attainment.

For Secondary School: If a student arrives after 7.48am they must proceed to the main secondary school reception to be marked present before entering normal classes. **Please refer to appendix B for further guidance.**

The school has targets to improve attendance and you and your child has an important part to play in meeting these targets. **Please refer to appendix B for further guidance.**

Our target is to achieve 98% attendance which is rated as outstanding by the KHDA, who emphasise that attendance is the key to successful schooling and high attainment.

Confirmed COVID case or Close Contact – Kept this in as you never know

If a child is confirmed with COVID19 or as a close contact this should be reported both to the DHA and to the school immediately. In this case, students will quarantine, and work will be provided for the child. This will only be completed if they are well enough to so.

IB requirements

- The IB stipulates that students that there must be 240 hours of instructional time for HL courses and 150 hours for SL courses for students to receive their diplomas.
- Study Leave- If student's attendance is below 90% towards the end of the second year of the diploma, and/or they have not fulfilled the stipulations of the IB, students will not be granted study leave and will need to attend school as usual to complete the necessary hours.

Safeguarding Procedures (New)

First day contact will be made where absence is unexplained. If no contact is made, absence will be escalated to DSL and KHDA where appropriate. Persistent unexplained absence will be referred to the DSL and KHDA. Attendance is reviewed weekly by designated leaders.

Appendix A

Examples of authorised and unauthorised absence – This list is not exhaustive

Authorised Absence	Unauthorised Absence
Illness with medical certificate (Day 2 onwards)	Term time holiday
Medical appointment with evidence	Absence without explanation
Approved religious holiday (KHDA calendar only)	Travel outside school holiday dates
Compassionate leave (approved)	Repeated Friday absence without valid reason
School trip / external exam	Failure to provide requested medical evidence
DHA-mandated quarantine	Leaving early without prior approval

Appendix B

Primary Attendance Intervention Framework

Level	Lead	Trigger	Intervention / Support	Escalation
1	Class Teacher	95-90%	Parents will receive a phone call or message home to discuss how we can support. The impact of absences on child's learning and progress will be discussed.	Escalation to YGL at 89%
2	YGL	89-85%	Parents will receive a message via Seesaw or Tapestry.	First written warning issued Escalation to Assistant Head at 85%
3	Assistant Head	84-80%	Face-to-face meeting will take place with parents to discuss the impact on their child's learning and to address concerns.	Second written warning issued Escalation to Head of Primary
4	Head of Primary	79-71%	Mrs Dale will meet with parents and a referral will be made to the KHDA.	Third and final written warning issued and referral to KHDA
5	Director	70% or below	A face-to-face meeting will take place and a referral to the board will be made.	Non-re-enrolment (KHDA approval)

Secondary Attendance Intervention Framework

Level	Lead	Trigger	Intervention / Support	Escalation
1	Tutor	100–95%	Email home at 97% - how can we support? Supportive conversation with student	Escalation to YLC at 95%
2	YLC	95–90%	Parent meeting to see how we can support Target set and further support put in place where appropriate Review target and support put in place after four weeks	First written warning issued Escalation to Assistant Head at 90%
3	Assistant Head	90% or below	Parental meeting to explore issues and discuss support. Agreed targets set Further support put in place where appropriate	Second written warning issued Escalation to Head of Secondary
4	Head of Secondary	80% or below	Parental meeting to explore issues further and to discuss further support	Third and final written warning issued Referral to KHDA
5	Director	70% or below	Formal meeting and potential non re enrolment as per KHDA approval	Non re-enrolment (KHDA approval)

Appendix B

Primary Punctuality Intervention Framework

Level	Lead	Trigger	Intervention / Support	Escalation
1	Class Teacher	5 lates	• Phone call at 5 lates – How can we support?	Escalation to YGL at 15 lates
2	YGL	15 lates	• Email home to parents, how can we support? • Monitor and track via go4schools. • First written warning issued at 20 lates. Review targets and support.	25 lates = Escalation to Assistant Head
3	Assistant Head	25 lates	• Face to face meeting with parent and student to discuss issues and support. • Achievable punctuality target set with student and parent. • Second written warning issued at 25 lates. Targets and support reviewed. • Monitor and track via go4schools.	25 lates second warning letter issued Escalation to Head of Secondary at 35 lates

4	Head of Primary	35 lates	<ul style="list-style-type: none"> • Face to face meeting with parent and student to review issues and support. • Final written warning issued at 35 lates. 	Final warning letter issued 40 lates = Referral to KHDA
5	Director	40+ lates	<ul style="list-style-type: none"> • Formal meeting with family • Case reviewed by the director of the school. 	Referral to Board and non re enrolment as per KHDA approval

Secondary Punctuality Intervention Framework

Level	Lead	Trigger	Intervention / Support	Escalation
1	Tutor	1–5 lates	<ul style="list-style-type: none"> Email home at 3 lates – How can we support? Restorative conversation with student during tutor time. Strategies agreed (routine, travel, alarms) Monitor and track via go4schools Phone call home at 5 lates to offer further support. 	3 lates = 30 minutes lunchtime reflection Continued monitoring Escalation to YLC at 6 lates
2	YLC	6–20 lates	<ul style="list-style-type: none"> Face to face meeting with parent and student at 10 lates to discuss reasons for lateness. Achievable punctuality target set with student and parent - Punctuality report - 6 Monitor and track via go4schools. First written warning issued at 15 lates. Review targets and support. Parents informed of next steps at 20 lates 	6 lates = 2 x 30 minute reflection 10 lates = 3 x 30 minute reflections and face to face meetings 15 lates = First Warning letter issued 20 lates = Escalation to Assistant Head (Pastoral)
3	Assistant Head (Pastoral)	20–30 lates	<ul style="list-style-type: none"> Face to face meeting with parent and student to discuss issues and support. Achievable punctuality target set with student and parent. Second written warning issued at 25 lates. Targets and support reviewed. Monitor and track via go4schools Parents informed of next steps at 30 lates. 	20 lates = 1 day internal suspension and second warning letter issued Escalation to Head of Secondary at 30 lates
4	Head of Secondary	30–40 lates	<ul style="list-style-type: none"> Face to face meeting with parent and student to review issues and support. Final written warning issued at 35 lates. 	30 lates = External suspension and final warning letter issued 40 lates = Referral to KHDA
5	Director	40+ lates	<ul style="list-style-type: none"> Formal meeting with family Case reviewed by the director of the school. 	Referral to Board and non re enrolment as per KHDA approval

Appendix C

Primary attendance and punctuality celebration and recognition

Lead	Celebration
YGL	<ul style="list-style-type: none"> - Class recognition for best weekly attendance and punctuality celebrated in assembly - House Points
Assistant Head	<ul style="list-style-type: none"> - Email or call home celebrating positive attendance and punctuality - House Points
Head Teacher	<ul style="list-style-type: none"> - Assemblies celebrating attendance and punctuality - 100% attendance and punctuality certificates - Year group recognition

Secondary attendance and punctuality celebration and recognition

Lead	Celebration
Tutor	<ul style="list-style-type: none"> - Weekly recognition during tutor time for students demonstrating outstanding attendance and punctuality - Praise for improved attendance and punctuality
YLC	<ul style="list-style-type: none"> - 100% attendance and punctuality certificates - Year group recognition - Attendance and punctuality prizes - Golden and Platinum Tickets - House Points
Assistant Head	<ul style="list-style-type: none"> - Email or call home celebrating positive attendance and punctuality - Platinum tickets
Whole School	<ul style="list-style-type: none"> - Assemblies celebrating attendance and punctuality - House points, golden and platinum tickets and reward days - Whole school achievement assembly