

POLICY OWNER	Universal Private School
EFFECTIVE DATE:	
NEXT REVIEW DATE	
APPROVAL	School Governing Body & ADEK (if applicable)

UNIVERSAL PRIVATE SCHOOL

ATTENDANCE POLICY AND GUIDE *(Adapted from ADEK Policy)*

1. Policy Statement

(Aligned with ADEK Attendance Regulations 2025)

At Universal Private School (UPS), we affirm that regular and punctual attendance is a foundational pillar of student success. In accordance with the updated ADEK Student Administrative Affairs Policy (2025), UPS is committed to cultivating a school culture that recognises full attendance as both a legal obligation and an essential component of holistic student development.

Our school acknowledges the intrinsic link between attendance and academic achievement, social-emotional growth, and student wellbeing. We believe that promoting high attendance is a shared responsibility—among students, parents, educators, and the wider school community.

This policy outlines the school's framework for recording, monitoring, and improving student attendance and punctuality. It establishes clear expectations, delineates the roles of all stakeholders, and defines the procedures for managing authorised and unauthorised absences in accordance with ADEK's regulatory thresholds (including the 5% limit for compulsory stages and 10% for KG). Special provisions are made to accommodate students with medical, educational, or social vulnerabilities.

Through early identification of absenteeism, a staged intervention process, and close collaboration with families and external agencies, UPS aims to reduce persistent absence, prevent truancy, and ensure every student has equitable access to education.

We remain committed to data-driven decision-making, transparent reporting to ADEK's ESIS system, and safeguarding every student's right to be present, included, and engaged in school life.

2. Aims

This policy aims to:

- Promote and maintain high standards of attendance and punctuality.
- Develop a whole school culture that emphasises the benefits of full attendance.
- Support students and families in addressing barriers to regular attendance.
- Establish clear procedures for recording, reporting, and managing absences in compliance with ADEK regulations.

- Align with ADEK's guidelines and the principles outlined in the UK statutory guidance.

3. Definitions

For this policy:

- **Attendance:** The total number of school days a student attends during the academic year as per the school calendar.
- **Absence:** Any day or session where a student is not present at school.
- **Persistent Absence:** Defined as any student with an absence rate of 10% or higher, in accordance with ADEK and UK statutory guidance.

A student with no absences throughout the year will have a 0% absence record or a 100% attendance record.

As per Ministerial Decree No. (820) of 2014 on Registration Terms for Students: A student is considered absent if they miss one or more sessions during a single day.

4. Whole-school Approach

UPS adopts a whole-school approach to attendance, ensuring that all staff members understand and support the policy. The Senior Leadership Team (SLT) designates a Senior Attendance Champion who is responsible for overseeing attendance matters, tracking data, and coordinating with other staff members to provide support where needed (ADEK, Policy).

Assigned Senior Attendance Champion: Julie Jones

The Senior Attendance Champion will:

- Regularly monitor and analyse attendance data to identify trends and areas for improvement.
- Develop strategies to support students and families struggling with attendance.
- Work with the school's pastoral and SEND teams to provide additional support where needed.

5. Attendance Procedures

5.1 Recording Attendance

- **Daily Registration:** Teachers are required to record student attendance during the morning and afternoon sessions. All attendance records will be reported to ADEK's Electronic Student Information System (ESIS) as required.
- **Follow-up on Absence:** The reception team will run an absence report each morning and follow up with parents of absent students by 10:00 am to understand the reason for the absence

5.2 Managing Absences

The school will implement a staged approach to managing absences to support students and families:

- **Day 1:** The school will call and email parents to understand the reason for the absence.
- **Day 2:** The class teacher or tutor will reach out to conduct a pastoral check and offer any necessary support.
- **Day 3:** If there is no response or improvement, a warning letter will be issued, and a meeting will be arranged to discuss the situation and develop an attendance plan.
- **Excessive Absence (10% or Higher):** If a student's absence rate exceeds 10%, the case will be reviewed by the Senior Attendance Champion, and a formal attendance contract may be implemented to support the family in improving attendance

6. Authorised and Unauthorised Absences

The school will adhere to the authorised absence categories outlined by the ADEK guidelines and the UK statutory guidance. Examples of authorised absences include:

- Illness (supported by a doctor's note for absences exceeding three days)
- Death of a first or second-degree relative
- Medical appointments (proof required)
- Official community tasks or mandatory appearance before an official body

Absences such as shopping trips or unnecessary travel will not be authorised

6.1 Truancy

Truancy occurs when a student is absent from school without the knowledge or consent of parents or guardians. The school will immediately inform parents/guardians of any incidents of truancy, hold discussions with them and the student, and closely monitor the student's attendance to prevent future occurrences.

7. Support for Pupils with Additional Needs

In alignment with the UK and ADEK guidance, the school will take into consideration students with special educational needs, disabilities, or those facing barriers due to mental or physical health conditions. A tailored plan will be developed in collaboration with the parents, the SEND team, and external agencies where applicable

8. Responsibilities for Completing Missed School Work

If an absence is authorised, the student is entitled to make up any work and tests they missed during that period. If an absence is unauthorised, the school will work with parents or guardians

to decide on the appropriate course of action pending an investigation into the circumstances of the absence.

9. Attendance Rewards and Interventions

To promote a culture of high attendance, the school will:

- Recognise and reward students with excellent or improved attendance.
- Hold regular assemblies or displays highlighting the importance of good attendance.
- Implement targeted interventions for students or cohorts identified as having lower attendance rates, ensuring that any strategies are culturally sensitive and inclusive.

10. Consequences for Accumulated Absences

In alignment with the ADEK Student Administrative Affairs Policy (2025) and its emphasis on safeguarding students' right to education while ensuring accountability, Universal Private School (UPS) adopts a staged and supportive approach to managing excessive absenteeism.

A student may be subject to formal intervention when the following absence thresholds are exceeded:

For Grades 1–12: More than 5% of the total number of school days in the academic year (approximately 9 school days) is considered a cause for concern.

For KG/FS1–FS2 students: More than 10% of the total number of school days (approximately 18 days) is considered excessive.

Where unauthorised absences persist, despite appropriate engagement with families, the following procedures shall apply:

The school will issue formal warnings, and parents will be notified in writing upon each violation of the threshold.

A case review meeting will be convened with the student's parents/guardians and relevant staff (e.g., SLT, pastoral team, SEN/Inclusion lead), and an Attendance Improvement Plan will be implemented.

If absenteeism continues, the matter will be escalated to the school-based Educational Committee for review and formal recommendation.

In accordance with ADEK policy, a student may be suspended or deregistered from the school if:

- Absences exceed the specified thresholds;
- Adequate documentation is not provided;
- Interventions have not resulted in improvement; and
- ADEK approves the decision based on the school's documentation and evidence of due

process.

The school remains committed to applying this policy equitably, prioritising re-engagement and support, and reserving exclusion as a last resort, in full compliance with ADEK's regulatory framework.

11. Recording and Reporting Attendance Data

Universal Private School (UPS) maintains accurate and real-time records of student attendance. All data is synchronised with the ADEK Electronic Student Information System (eSIS) in compliance with regulatory requirements.

The school conducts routine attendance audits to identify trends, monitor individual and cohort-level attendance, and flag students at risk of chronic absenteeism (exceeding 5% or 10%, as applicable). This data-driven review informs targeted interventions, communication with families, and reporting obligations under the ADEK Student Administrative Affairs Policy (2025).

12. Data Confidentiality and ADEK Compliance

UPS adheres strictly to data privacy and protection standards when managing student attendance information. All data, including absence records, communications with parents, intervention documentation, and any associated sanctions or recognitions, are securely logged within the system.

Attendance records are disclosed to ADEK solely for regulatory and educational oversight via eSIS, in accordance with Policies 54 and 55 of the Private Schools Policy and Guidance Manual. All attendance-related data is treated as confidential, accessible only to authorised personnel, and used exclusively to support student learning, wellbeing, and school accountability.

13. Roles and Responsibilities

13.1 Responsibilities of Parents/Guardians

Parents are expected to:

- Inform the school by 8:00 am on each day of absence and provide a reason.
- Plan family holidays during school breaks or submit requests 10 days in advance.
- Provide medical certificates for illness-related absences longer than 3 days.
- Schedule appointments outside school hours.

- Attend meetings to discuss attendance issues.
- Ensure missed work is completed before or shortly after the absence.

13.2 Responsibilities of Teachers and Academic Staff

Teachers are responsible for:

- Accurately recording daily attendance in iSAMS.
- Reporting repeated absences or lateness.
- Contacting families when attendance issues arise.
- Making learning engaging to encourage attendance.
- Supporting students with missed work.

13.3 Responsibilities of School Administration and Support Staff

Support staff responsibilities include:

- Running daily absence reports.
- Contacting parents by 10:00 am for unexplained absences.
- Accurately updating ESIS.
- Issuing warning letters and scheduling meetings.
- Maintaining confidentiality of attendance data.

13.4 Responsibilities of the Senior Leadership Team (SLT)

SLT will:

- Annually review the attendance policy.
- Appoint a Senior Attendance Champion.
- Ensure staff are trained in attendance procedures.
- Monitor data and implement attendance strategies.

14. School Timings and Attendance Expectations

Foundation Stage

- School Day:
- Collection:

Primary and Secondary

- Registration:
- School Day:
- Collection:
- **Late Arrival:** Students arriving after 8:30 am must check in at reception.
- **Early Departure:** Requires prior written notice and school approval.

15. Policy and Procedure for Managing Lateness

15.1 Definition of Lateness

- Any student not in class by 8:10 am = late.
- Repeated lateness = 3 or more times/month.

15.2 Procedure for Managing Lateness

1. **First Late:** Marked in the system
2. **3+ Late Arrivals in a Month:** Notification sent; meeting may be scheduled.
3. **Continued Lateness:** Second letter and Attendance Improvement Plan issued.
4. **10+ Late Arrivals in a Term:** Escalated to SLT; formal meeting; possible ADEK report.

15.3 Consequences

- Reflected in school record.
- May affect privileges or activity participation.
- Extreme cases may result in suspension (per ADEK regulations).

15.4 Support

- School will work with families to address barriers (transport, health, etc.)
- Counsellors and external referrals available.

15.5 Monitoring

- Weekly reports to the Attendance Champion.
- Termly data review for trends.

16. Adverse Weather Conditions and School Closures

- **Late Due to Weather:** No penalties. Safety is the priority.
- **Closure Notification:** Sent to parents via WhatsApp or email by 6:30 am.
- **Early Dismissal:** Parents notified immediately; students released only to guardians.
- **Remote Learning:** Activated during closures.
- **Monitoring:** SLT follows ADEK and local authority advice.

17. Policy Review and Updates

This policy will be reviewed annually by the SLT, with input from staff, parents, and students. Changes in ADEK will be reflected to ensure compliance.