credence
high school

CREDENCE HIGH SCHOOL

ATTENDANCE & PUNCTUALITY POLICY



ATTEND TODAY, AND
ACHIEVE TOMORROW

CREDENCE HIGH SCHOOL

ATTENDANCE & PUNCTUALITY POLICY

FUNCTION	**To support productivity & promote punctuality**
STATUS	**Implemented**
REVIEW SCHEDULE	**Annual**
REVIEWED BY	• **School & Career Counsellor Dr. Subhadra** • **Head of Physical Education Mr. Vijesh**
LAST REVIEWED ON	**April 2026**

OUR VISION

To be an institution that nurtures free and happy minds thereby empowering students to excel and contribute to society in the field of their choice.

OUR MISSION

- Tailor an inclusive and supportive campus that offers a sense of belonging, happiness, physical safety and intellectual freedom to all of our students.
- Harvest the innate talent of each child to build a school community of individual achievement and collective excellence.
- Instil an acute sense of values and ethics in each of our students so they may be always known for their personal integrity and probity.
- Nurture an international cross-section of students so they may learn to live in a globalized world and contribute to building a united, tolerant, caring society.
- Kindle and keep alive the spark of curiosity in our students through the provision of ICT facilities and resources that support research – oriented, independent and enquiry-based learning.

RATIONALE

Credence High School recognises the importance of the regular attendance of students. This policy aims to ensure the best possible student attendance and follow up procedures for student absence. Student's need to be in the classroom to benefit from the teacher's guidance and from interaction and exchange of ideas with peers. Regular absences affect the culture of the classroom, where the faculty seeks to build a community of learners. A student's regular absences or tardiness can lead to incomplete and unsatisfactory work, a reduced capacity to meet curricular standards, and lower course grades. The school keeps accurate records of student attendance and will communicate promptly and consistently with parents/guardians regarding attendance issues.

Attendance in school and punctuality is essential for successful attainment. The unauthorised Absenteeism mounts up to a significant impact on learning. Reasons for absence must always be communicated to the school.

Therefore, all parents should ensure that their child is at school every day of the school year except for illness or other unavoidable reasons. If a child is sick, parents should call the school and speak to the form tutor or write a note in the mail to explain the absence.

Children should reach school on time regularly as late arrival results in missing registration time activities/ lesson time in the morning.

AIMS AND OBJECTIVES

This policy aims to:

- Develop a whole school approach to attendance and punctuality.
- Recognize that good attendance and punctuality in school and lessons will be reflected in high levels of attainment and achievement.

- Reward and celebrate high levels of attendance and punctuality.
- Reinforce the habit of attending school and punctuality for lifelong learning.

SCHOOL ETHOS AND ENVIRONMENT

All members of the school community work together to create a culture in which students attend school consistently and are on time for lessons and other school-related events.

GUIDELINES FOR ATTENDANCE

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 daily, with the school seeking to work actively with parents to ensure regular attendance is maintained.

SCHOOL ATTENDANCE CRITERIA

Criteria	Percentage
Outstanding Attendance	at least 98%
Very Good Attendance	at least 96%
Good Attendance	at least 94%

MONITORING AND FOLLOW-UP ON ATTENDANCE

Where a student's attendance falls below 96% the threshold for Very Good Attendance under this policy the respective Phase Supervisor will flag the matter to the school leadership team, and the parents will be invited for a personal, one-to-one meeting with the leadership team to understand the circumstances and agree a way forward.

The school maintains ongoing records of each student's attendance and leave history, and every leave request is reviewed against this record rather than in isolation. Where a pattern of frequent or recurring leave becomes evident over the course of an academic year, or across consecutive years, this is treated as a matter of serious concern for the student's continuity of learning. In such cases, the parents will be invited to a meeting with the school leadership team to understand the circumstances and work together toward a more consistent attendance going forward.

EXPECTATIONS FROM THE STUDENTS

We expect that all our students will

- Attend school regularly and attend all lessons (face to face at school or online)
- Arrive on time to school.
- Be properly prepared and equipped for the day's learning.
- Ensure to attend all the periods for the entire duration of the lesson.

- Be responsible for completing tasks provided by the school during an absence.
- Follow all the rules and regulations pertaining to attendance and punctuality policy of the school.

EXPECTATIONS FROM THE PARENTS/ GUARDIANS

- Place a high priority on attendance and achievement
- Regular attendance is the responsibility of parents, who are expected to ensure their child is present for every day of learning
- Refrain from allowing their child(ren) to have time off school unless it is unavoidable.
- Endeavour to keep health appointments out of school hours where possible.
- Endeavour to keep holidays out of term time.
- Inform a member of staff (Class teacher/ Phase Supervisor) of any reason or problem that may hinder their child(ren) from attending school.
- Work with the school to resolve issues where possible and ensure good attendance and punctuality.
- Ensure their child(ren) is punctual and arrives on time for the online lessons.

LEAVE APPLICATION AND APPROVAL

Please note that informing the school of an absence and having that absence authorised are two separate steps. Reasons for absence must always be communicated clearly, and the school may request supporting evidence depending on the nature and length of the absence.

For any leave of two or more consecutive school days, the parent/guardian must submit a leave application through the Parent App, Jusklik by 7:45 am to the Class Teacher / Phase Supervisor. The application must clearly state the reason for the leave, the complete period of absence and the student's expected date of return.

Where leave is requested due to an emergency, the parent/guardian must provide a clear explanation and any supporting documents requested by the school. If the circumstances do not allow the application to be submitted in advance, the school must be informed at the earliest opportunity, and the application must be completed through the parent portal as soon as reasonably possible.

Leave for holidays, leisure travel, family visits, birthdays, or other avoidable personal arrangements should be scheduled during official school holidays and will not be approved on school days.

Medical Leave:

- Leave requested on medical grounds must be duly supported by a valid medical certificate.
- If the certificate is issued by DHA (Dubai Health Authority) or MOHAP (Ministry of Health and Prevention), the medical leave will be approved automatically upon submission of the certificate, without requiring further review.
- If the student is undergoing treatment outside the UAE, a medical certificate issued by a licensed healthcare provider in the country where the student is receiving treatment must be submitted, along with relevant medical details. Such certificates will be reviewed by the School Doctor, and medical leave will be approved only upon the School Doctor's confirmation that the certificate and details warrant the same.

- Depending on the nature or duration of the absence, the school reserves the right to request additional medical information, or confirmation of the student's fitness to return to school.

Bereavement and Family Emergency Leave

The school recognises that a bereavement or a sudden family emergency cannot be planned for, and advance notice is not expected in such situations.

- Parents/guardians should inform the Class Teacher/Phase Supervisor at the earliest opportunity, by phone or email, and may complete the formal leave application on the Parent Portal once circumstances allow.
- Such absences will ordinarily be treated as excused on the basis of the parent's written explanation, without requiring a supporting certificate.
- The school may request additional documentation only where the absence is extended, or where such instances recur.
- Bereavement / Emergency leave will be approved for 5 working days

Note:

All leaves will be considered approved only after official confirmation has been issued by the school.

Approval of extended, repeated or exceptional leave remains at the discretion of the school.

Where an application is not submitted, the required documents are not provided, the request is declined, or the student remains absent beyond the approved period, the absence may be recorded as unauthorised.

By submitting an application, the parent/guardian confirms that the information and documents provided are complete, accurate and genuine.

MORNING ARRIVAL

Morning registration for OT students begins at 7:20 a.m. Students must enter through Exit 9 (located near the KG dispersal area). Please note that Exit 9 will close at 7:40 a.m.; students arriving after this time must enter through Exit 1 (School Reception). All students are expected to be in their classrooms by 7:45 a.m.

LATENESS/TARDINESS

In case, your child reports to school after 8.00 am, he/she must be dropped at the reception area, and a 'Latecomer's pass' (Annexure 1) must be signed by the parent compulsorily for every late entry. A record of the same will also be maintained by the teacher on duty (Annexure 2).

In case of frequent Tardiness, a notice will be sent from the Principal's Desk. (Annexure 3)

EARLY DEPARTURE

For early departure on regular or stay-back days, whether the student uses own transport (OT) or school bus transportation, the parent/guardian must submit the request only through the Communication section of the JusKlik Parent App to Reception before 10:00 a.m.

A student will not be permitted to leave the school campus unless the early departure request has been verified and officially confirmed by the school.

In the event of a medical emergency during school hours, the School Clinic will inform the parent/guardian of the student's condition and, where necessary, request that the student be collected. Before the student leaves the campus, the required departure form will be forwarded to the Class Teacher or Phase Supervisor for approval, and the student must complete the school's authorised sign-out procedure.

PROMPT PICK UP FROM SCHOOL

For child(ren) using the OT, if they are not picked up from the school within 15 minutes of regular dispersal, they will be moved to the reception area (EXIT-1). It is important that children are picked up on time; late pick up can cause anxiety in children. If a child(ren) is consistently being left behind, a parent meeting will be called with a member of the SLT.

In the event of any emergency or change of plan for the pickup, contact the school reception as soon as possible so that your child(ren) and the class teacher can be informed of your new arrangements. Parents should notify their ward's respective class teacher and the school reception through mail if another adult is picking up their child to avoid any confusion.

ATTENDANCE REWARD POLICY

To encourage regular attendance and promote discipline among students, the following recognition system will be implemented:

Pre-KG to Grade 5

Students who achieve 100% attendance in a month will be rewarded with a Certificate of Perfect Attendance at the end of each month.

Grade 6 to Grade 8

Students who achieve 100% attendance in a quarter will be rewarded with a Certificate of Perfect Attendance at the end of each quarter.

BELOW IS THE IMPLEMENTED PROCEDURE FOR MANAGEMENT OF ABSENTEEISM AND TARDINESS

Absenteeism	Frequency	Offence Action/Implications to Parents
Absenteeism – this refers to frequent or habitual absence from school or from lessons without a valid medical or family related excuse.	First two (2) instances of absence within a Term without a valid reason	Formal Warning 1 will be sent to parents and student Highlight concern Communicate parent responsibility
	Additional two (2) Instances within a Term	Parent notified and will be called for meeting with respective phase supervisor Parent meeting form to be signed by the phase supervisor and parent.
	Any further incidences	Meeting with SLT/Principal Final written notice to announce re-enrolment risk

Tardiness/Late Arrival	Frequency	Offence Action/Implications to Parents
Tardiness – this refers to being late in coming to school at the start of the school day and to instances of being late to lessons within the school day	First three (3) instances of Tardiness within a Term	Formal Warning 1 will be sent to parents and student Highlight concern Communicate parent responsibility
	Additional Three (3) Instances within a Term	Parent notified and will be called for meeting with respective phase supervisor Parent meeting form to be signed by the phase supervisor and parent.
	Any further incidences	Meeting with SLT/Principal Final written notice to announce re-enrolment risk

SAFEGUARDING AND ATTENDANCE

Credence recognises that regular attendance is closely linked to a child's safety and wellbeing, and this policy is read alongside our Safeguarding Policy. Five consecutive school days of unexplained absence will be treated as a child potentially missing from education.

In such cases, the school will take and document reasonable steps to establish the child's whereabouts — including telephone calls to all known contacts, emails to parents/guardians, and, where relevant, checks with any sibling's school — before the concern is escalated further, in line with regulatory requirements for reporting non-attendance.

DISTANCE LEARNING PROGRAMME: ATTENDANCE & PUNCTUALITY POLICY

In alignment with the Knowledge and Human Development Authority (KHDA) directives and Credence High School's commitment to academic continuity and student well-being, the following guidelines must be strictly followed during remote learning.

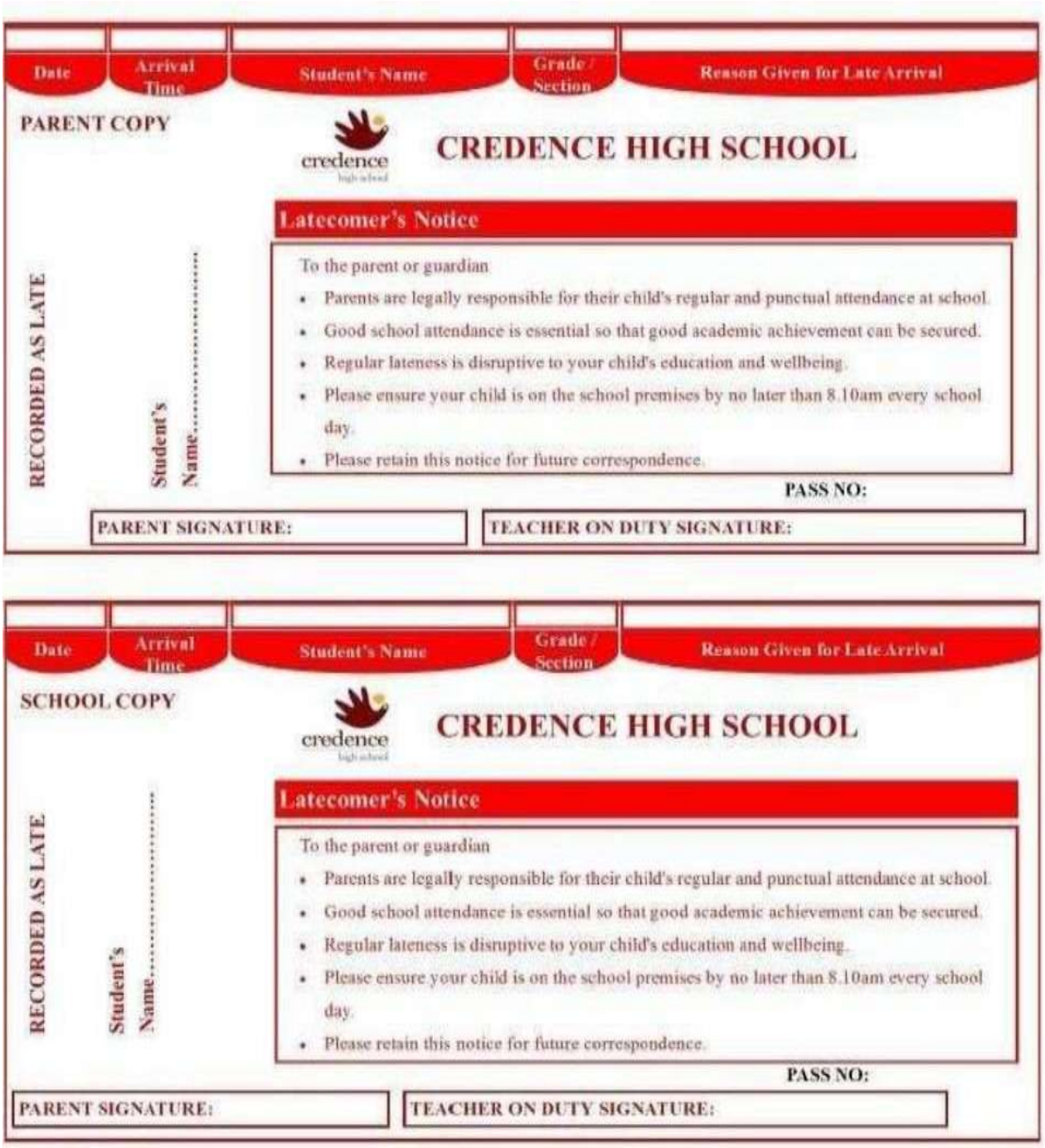
Timings, Attendance, and Punctuality

- Mandatory Punctuality: Students must be logged into the school's chosen online platform and ready to learn at least 5 minutes before the session starts to ensure they join all classes exactly on time as per the school timetable.
- Official Attendance: Attendance will be recorded as 'Remote Learning' for every individual session attended. Any student who does not join the session will be marked as 'Absent'.
- Late Joining Protocol: Students are expected to join all classes on time as per the school timetable. Any student joining after the scheduled start time will be admitted to the class only if a mail is sent to the class teacher/ supervisor informing the reason for joining late. Persistent late joining disrupts the learning flow and will be monitored and followed up by the school with the same seriousness as physical lateness.
- Monitoring and Intervention: The school strictly monitors patterns of late joining or repeated absences. Frequent punctuality issues will result in a formal follow-up with parents to ensure compliance with school standards.

Role of Parents in Promoting Punctuality

- Ensure Regularity: P**arents are responsible for ensuring their child attends every scheduled class regularly and maintains strict punctuality.**
- Timetable Adherence: Parents must help the child follow the daily timetable accurately to avoid missed sessions or late entries.
- Supportive Environment: Provide a quiet, well-lit, and distraction-free home space that allows the student to focus and remain on schedule.
- Official Communication: All concerns regarding attendance or technical issues must be communicated through official school channels only. Parents should not interrupt live classes to discuss attendance or punctuality unless it is an absolute emergency.
- Fostering Independence: While parents should ensure the child is online on time, students are expected to assume responsibility, complete their tasks and assignments independently while maintaining academic honesty.

ANNEXURE-1



Date	Arrival Time	Student's Name	Grade / Section	Reason Given for Late Arrival

PARENT COPY

CREDENCE HIGH SCHOOL

Latecomer's Notice

To the parent or guardian

- Parents are legally responsible for their child's regular and punctual attendance at school.
- Good school attendance is essential so that good academic achievement can be secured.
- Regular lateness is disruptive to your child's education and wellbeing.
- Please ensure your child is on the school premises by no later than 8.10am every school day.
- Please retain this notice for future correspondence.

RECORDED AS LATE

Student's Name.....

PASS NO:

PARENT SIGNATURE:

TEACHER ON DUTY SIGNATURE:

Date	Arrival Time	Student's Name	Grade / Section	Reason Given for Late Arrival

SCHOOL COPY

CREDENCE HIGH SCHOOL

Latecomer's Notice

To the parent or guardian

- Parents are legally responsible for their child's regular and punctual attendance at school.
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RECORDED AS LATE

Student's Name.....

PASS NO:

PARENT SIGNATURE:

TEACHER ON DUTY SIGNATURE:

ANNEXURE-2

MONTH:

SHEET NO:

LATECOMERS RECORD

DATE	ARRIVAL TIME	STUDENT'S NAME	GRADE & SECTION	REASON GIVEN FOR LATE ARRIVAL	PASS NO.

Notes:

ANNEXURE-3

Latecomers Notice

Dear Parent,

We have noticed that your ward (Name of the student), Grade. _section _____has been late for school times in the month of
(Month & Year).

Parents are responsible for their child's regular and punctual attendance at school. Good school attendance is essential so that good academic achievement can be secured. Regular lateness is disruptive to your child's education and wellbeing.

Please ensure that your child is on the school premises by no later than 8.00 a.m. every school day. In case your child reports to school after 8.00 a.m., he/she has to be dropped at the reception area and a Latecomer's pass must be signed by the parent compulsorily for every late entry.

Kindly adhere to the school timings and help your child. Together we can make a difference.

Please acknowledge this mail.

Warm Regards,

Name

CEO-Principal