

## Policy

### Lates and Attendance Policy

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#### **Safer Recruitment Statement**

*SES is an equal opportunity employer and as such treats all job applicants and staff with equal respect free from unjustifiable discrimination.*

*SES is committed to safeguarding and promoting the welfare of all its students. A UK ICPC or equivalent police check is a prerequisite for all appointments.*

**Attendance:** At Sharjah English School (SES) we believe it is vital for our students to maintain good levels of attendance as those who miss significant periods of school can experience difficulties with their studies. An attendance figure of below 95% would cause concern and anything under 90% is considered to have a detrimental effect on your son or daughter's education. If your son or daughter is going to be absent for more than two consecutive school days on a planned absence, please notify the school, two weeks in advance. This notification should be forwarded to your son or daughter's tutor or Head of Year.

If your son or daughter is absent from school due to illness, a parent or guardian should please contact the appropriate tutor or Head of Year as well as the Secondary School Secretary. It is the responsibility of the student to catch up on any missed work unless the absence is for an extended period or medical reasons where the school will assist and provide work.

Please be aware that while we are understanding of many of the circumstances which may cause a student to be absent from school, we cannot recognise some of these absences as school authorised absences for our records.

Authorised Absences	Unauthorised Absences
Unavoidable absences.	Avoidable absences
Family illness.	Travelling overseas when it is possible for the student to remain in the UAE.
Family functions such as weddings and funerals.	Family holidays during term time.
Taking outside exams.	
Attending a sibling's graduation.	
Settling a sibling into university (four days maximum).	

**If a student is leaving school early during the school day:** To authorise a student leaving the school site during the school day for a medical appointment or family issue that cannot be attended to within normal school hours, parents or guardians should notify through email/phone the Secondary School office or Head of Year at least 24 hours prior to the student's departure. If the school does not receive timely notification of leaving school during the school day, the student's absence from any classes will be recorded as unauthorised.

Each month the Secondary Receptionist will produce a list of students in each House below 90% attendance and share with Heads of House..

**STEP 1:** Head of House to contact parents to talk and look at reasons for attendance.

**STEP 2:** If the situation does not improve in the next month, the Head of House will work with the Assistant Head Pastoral to meet parents again. Formal letter issued from Assistant Head of Pastoral.

**STEP 3:** If the situation does not improve in the next month, parents will meet with the Head of

Secondary to discuss an attendance contract and in extreme cases their place in the school.

**Lates (Lates are cleared for each student at the end of every term)**

- Students should arrive at registration in their tutor room by 07:30.
- Students arriving after this time will sign in at security and state the reason why they are late.
- The Secondary Receptionist will log these and highlight at the end of each week students who have been late on two or more occasions in the week.

**STEP 1:** You will receive a phone call from your son or daughter's Head of House (Year 7-11) or the Deputy Head of Sixth Form (Year 12-13) to discuss how the school can support your son or daughter getting to school on time. Your son or daughter will also complete a late detention during break of the following week at school.

**STEP 2:** If the lateness continues you will be invited into school to meet with a member of the Secondary School Leadership Team to again look at what steps we can put in place to support your child getting to school on time.

Valid reason for lateness (authorised):

The school will support the family and students at this time. Valid reasons for lateness include:

- Family issues getting to school.
- A car accident en route to school or stuck in a traffic jam due to this - this should be an infrequent event.
- Students being picked up by a third party and being delayed to school.