Attendance and Punctuality 2026 - 2027

PACE
MODERN BRITISH SCHOOL
DUBAI, UAE

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1. Introduction

At PACE Modern British School, we believe that consistent and timely attendance is crucial for pupils' social, emotional, and academic development. High attendance not only ensures that children are fully engaged in their learning but also allows them to build strong relationships with their peers and teachers, fostering a supportive and thriving school community.

Research consistently shows that both lateness and poor attendance can significantly hinder a child's educational attainment. Regular attendance helps children stay on track with their learning, while punctuality reinforces discipline and respect for others' time. The Knowledge and Human Development Authority (KHDA) sets high expectations for our pupils, requiring exemplary attendance and punctuality. We strive for a minimum attendance rate of 98% across the academic year.

The UAE Ministry of Education has also established clear guidelines regarding attendance. If a pupil is absent from school for 20 consecutive days or 25 non-consecutive days, the school has the right to remove the child's place. To prevent this, it is essential that all parents ensure their child attends school on time every day, except during periods of illness. Additionally, the reason for any absence must always be communicated to the school promptly.

By maintaining high standards of attendance and punctuality, we can ensure that every pupil has the best possible opportunity to succeed and make the most of their education at PACE Modern British School.

The DSIB guidelines for attendance are as follows:

Attendance %	DSIB Guideline
≤ 98%	Outstanding
96-97%	Very Good
94-95%	Good
92-93%	Acceptable
90-91%	Weak
≤ 90%	Very weak

2. Aims of the Attendance and Punctuality Policy

- To improve the overall percentage attendance to 98% for all pupils at school.
- To make attendance a priority for all stakeholders.
- To provide support and clear guidance to parents and pupils.

3. Marking the Register

It is the Class teacher's and Specialist teacher's professional responsibility to accurately record daily attendance by filling in the electronic register on ERP, using the appropriate registration codes at the beginning of each day, by 8:00am.

The following attendance codes should be followed:

ERP Attendance Codes	Code Explanation	Notes	
P	Present	Physically in school	Present
PH	Distance Learning	Learning from home is instructed by KHDA or for reason approved by Leadership	
LA LP	Late before Noon Late afternoon	Pupil reached class after the national anthem (7:50am). The time is recorded on notes on isams register.	
AT	Trip organised by school	Off-site educational visit or residential	
AM	Illness	After first 2 days an approved sick note is required from day 3	Authorised
AA	Authorised absence due to exceptional reasons	e.g. Bereavement, religious observance	
AU	Unauthorised absence	Family holiday	Unauthorised
	No reason given		

4. Absence due to illness

- If your child is unwell and will not be attending school or if your child has been unwell the previous day or night, please email or send a MS Teams message to the class teacher**.** If it is known how many days of absence are needed, please add this information to the email.
- Alternatively, parents may call the school by 8:00am on 04 285 3333.
- After 2 days of absence, a sick note from the Doctor or prescription confirming diagnosis is required to record the absence as authorised. Absences of more than 48 hours without the support of a sick note will be marked as unauthorised.

We follow DHA guidance and suggest that children do not attend school if they have:

- Fever >37.5°C
- A suspected contagious rash
- Heavy nasal discharge
- Red, sticky eyes
- Persistent cough that has not been investigated
- Vomiting and diarrhea
- Significant sore throat

Absent Days	Process
3 days	Class teacher to phone home
5 days	Head of Year to write home
7 days	Head of School to arrange a meeting
10 days	Vice Principal to arrange a follow up meeting
90-91%	Principal meeting to discuss no enrolment

If you are unsure whether your child should be absent, please bring them to the PACE MBS Clinic, next to the main reception where our Doctor and her team would be more than happy to see your child in the morning.

5. Punctuality

At PACE Modern British School, we believe that punctuality is not just about arriving on time; it's a lifelong skill that reflects respect for others and commitment to one's responsibilities. As Horace Mann wisely stated, "The habit of being prompt once formed extends to everything—meeting friends, paying bills, keeping promises." Developing this habit early on helps our pupils prepare for the demands of future education and the workplace, where punctuality is a key factor in success. By instilling the importance of punctuality now, we equip our pupils with a skill that will serve them well throughout their lives.
All pupils should enter the school at the designated drop off points at the designated times as set out below:

Year Group	School Arrival timing	Drop off location	Late arrival after 7:50am
EYFS	7:30am-7:50am	Classroom door via Entrance A or Nursery	Children will be marked in by reception with their arrival time on ERP. These children will be accompanied to their class by a staff member.
Years 1 and 2	7:30am-7:50am	Astro pitch	Children should go to Entrance A, where they will be marked in by reception with their arrival time on ERP. These children will be reminded about where their classroom is.
Years 3 to 6	7:30am-7:50am	Entrance A	Children should go to Entrance A, where they will be marked in by reception with their arrival time on ERP. These children will be reminded about where their classroom is.

All gates/doors will be closed by 8:00am and children arriving after this time will be marked as late at the reception.

If a pupil is persistently late after registers close (10 or more occasions) the parents will be contacted by the class teacher and receive a formal letter informing them of the school's concerns. If lateness continues, the parents will be invited to meet with the Head of School or other member of the SLT.

6. Children leaving school early

If parents collect their children early from school, they must email the class teacher ahead of time (e.g. no later than the morning of appointment). The time the pupil left school will be recorded on the ERP register notes.

Details of children going home early is recorded on ERP. These details are analysed monthly and parents of any pupil regularly leaving early (10 or more occasions) will be notified by the child's class teacher.

7. Late pick ups

Children not collected 10 minutes after the designated pick-up time at the end of the school day will be taken to the main reception. A late register is taken of any pupil who has yet to be collected. The child's parents will be called by a staff member on duty, to collect them from reception.

Persistent late collection (10 or more) will mean the Vice Principal will contact the parent to discuss concerns.

8. Leave of absence

At PACE Modern British School, we strongly advise against removing children from school during the KHDA approved school term. There may be exceptional circumstances, where is it is unavoidable, such as family bereavement, visa appointments and secondary schools' visits. In such situations, a 'leave of absence' request or meeting with the Principal, Mr Graham is required. Where possible, we kindly request non urgent appointments such as dentist, routine vaccinations to be made outside of school hours. Leave of absence requests are not authorised for family holidays.

9. Monitoring daily attendance

Registers are updated by the admin team in the morning when parents email or call school. Class teachers and clinic staff will be forwarded any messages where appropriate.

Where no reason for absence has been given, the reception team will ring the parents of absent children and update the register.

Class teachers will inform reception if a pupil with a community pass is absent from school. The reception team will then contact the parents to follow up.

10. Managing pupil absence and lateness

Class teachers will be vigilant regarding poor attendance and/ or punctuality and alongside the Vice Principal, they will monitor attendance in fortnightly pupil support meetings.

If a pupil's attendance or punctuality becomes a concern and begins to impact their academic performance, parents will be contacted by either the class teacher or the Vice Principal. This communication will be part of a supportive and collaborative approach, with the goal of identifying any underlying issues. If necessary, a tailored support plan may be implemented, especially in cases where a pupil is struggling with school attendance or exhibiting signs of school avoidance.
Parents can expect to receive communication from school if there are the following attendance or punctuality concerns:

Attendance Concern	Punctuality Concern	Contact from
96% or below attendance to date	5 days late to date	Class teacher
92% or below attendance to date	10 days late to date	Head of Year
90% or below attendance to date	20 days late to date	Vice Principal

Attendance and punctuality concern letters can be found in Appendix A Communication to parents.

11. 5-Day absence without contact

Samples of this communication can be found in the appendix.

If a pupil is absent from school for five or more days without contact and the parents have not responded to phone calls or emails, the pupil support team will escalate to the Principal and Regional Safeguarding lead, who are required to email KHDA to notify them that parents have not made the school aware of the reason for absence. Parents will be made aware that KHDA have been notified. The Child Protection Service may also be contacted.

12. Rewarding attendance

PACE Modern British School will implement reward systems to encourage Very Good and Outstanding attendance.

Each week, attendance for all classes will be monitored, and the class with the highest attendance in each Key Stage will receive a trophy in the Friday celebration assembly.

At the end of each term pupils with 100% attendance will receive a certificate and will be invited to a celebration with SLT.

13. School Reports

Termly school reports are published with the following information:

- Attendance
- Punctuality
- Unauthorised absences

14. Parental Absence and Emergency Contact Information

If both parents or guardians will be out of the country, it is essential to provide the school with the contact details of an emergency contact who is residing within the country. This ensures that, in the event of an emergency, we can promptly reach a responsible adult to support your child's needs. Please ensure that this information is shared with the school prior to your departure.

15. Further Questions

For any further inquiries regarding attendance and punctuality, please contact

Appendixes

Appendix A Communication to Parents

Attendance Concern A from Class teacher

Subject: Attendance Concern for [Child's Name]

Dear [Parent/Guardian's Name],

I hope this message finds you well. I am writing to discuss [Child's Name]'s current attendance, which is currently at [insert percentage]%. As you may know, regular school attendance is crucial for academic progress and social development. A [insert percentage]%. attendance rate means that [Child's Name] has already missed [insert number] days of school, which can begin to impact their learning.

I understand that absences can occur for a variety of reasons, and I want to work with you to ensure that [Child's Name] is able to maintain regular attendance moving forward. If there are any specific challenges you are facing regarding school attendance, please don't hesitate to reach out. We are here to support both you and [Child's Name] in ensuring that they make the most of their time at school.

Please feel free to contact me directly if you would like to discuss this further or if there is any way we can assist in improving [Child's Name]'s attendance.

Thank you for your attention to this matter.

Best regards,
[Your Name]
Class Teacher

Attendance Concern B from Head of Year

Subject: Attendance Concern for [Child's Name]

Dear [Parent/Guardian's Name],

I hope you are doing well. I am writing to express concern about [Child's Name]'s current attendance, which is [insert percentage]%. This is below our school's expected minimum of 98% as recommended by the KHDA.

Research shows that pupils with lower attendance are at risk of falling behind in their learning and development. Attending school regularly is crucial for [Child's Name] to maintain academic progress, participate in classroom activities, and develop social skills.

We want to ensure that [Child's Name] reaches their full potential, and regular attendance plays a critical role in that. If there are any reasons for the absences that we should be aware of, or if you require support, please feel free to reach out. We are here to help.

Your cooperation in improving [Child's Name]'s attendance is much appreciated, and we look forward to seeing a positive change in the coming weeks.

Best regards,
[Your Name]
Head of Year

Attendance Concern C from Vice Principal

Subject: Serious Attendance Concern for [Child's Name]

Dear [Parent/Guardian's Name],

I am writing to express significant concern about [Child's Name]'s attendance, which is currently at [insert percentage]%. This is well below the minimum standard of 98% set by the KHDA, and it puts [Child's Name] at risk of falling behind in their academic progress.

Research consistently shows that poor attendance can have a long-lasting impact on a pupil's educational outcomes. Missed school days lead to gaps in learning that can be difficult to recover from. Additionally, the UAE Ministry of Education has clear guidelines regarding attendance, and any pupil with 20 consecutive or 25 non-consecutive absences is at risk of losing their place at the school.

We take these matters seriously and strongly urge you to ensure that [Child's Name] attends school regularly moving forward. If there are any circumstances that are preventing [Child's Name] from attending school, please contact us immediately so that we can explore how to support you and prevent further absences.

Thank you for your immediate attention to this matter.

Sincerely,
[Your Name]
Vice Principal

Punctuality Concern A from Class teacher

Subject: Punctuality Concern for [Child's Name]

Dear [Parent/Guardian's Name],

I hope you are doing well. I wanted to bring to your attention that [Child's Name] has been marked late on five occasions to date. While I understand that occasional delays can happen, arriving late to school consistently can disrupt [Child's Name]'s routine and affect their learning experience.

Punctuality is important for a smooth start to the school day, and it helps ensure that [Child's Name] doesn't miss out on important instructions or activities. If there is anything causing difficulty in getting to school on time, please feel free to reach out. We are happy to offer support or suggestions to help [Child's Name] arrive punctually each day.

Thank you for your attention to this matter. Please let me know if you would like to discuss this further.

Best regards,
[Your Name]
Class Teacher,

Punctuality Concern B from Head of Year

Subject: Punctuality Concern for [Child's Name]

Dear [Parent/Guardian's Name],

I am writing to bring your attention to a concern regarding [Child's Name]'s punctuality. To date, [Child's Name] has been recorded as late on 10 occasions. Lateness not only disrupts [Child's Name]'s learning but can also affect the class environment.

Punctuality is important, as it helps develop self-discipline and respect for others' time—skills that will benefit [Child's Name] both now and in the future. Additionally, the KHDA expects all pupils to demonstrate high levels of punctuality.

We understand that occasional lateness can happen, but consistent lateness may hinder [Child's Name]'s progress. We would appreciate your support in ensuring that [Child's Name] arrives at school on time each day. Please feel free to reach out if there are any specific issues that may be contributing to the lateness, and we will do our best to assist.

Thank you for your attention to this matter.

Best regards,
[Your Name]
Head of Year

Punctuality Concern C from Vice Principal

Subject: Urgent Punctuality Concern for [Child's Name]

Dear [Parent/Guardian's Name],

I am writing with a serious concern regarding [Child's Name]'s punctuality. To date, [Child's Name] has been late to school on 20 separate occasions, which is significantly impacting their education and routine.

Punctuality is not only an expectation set by the KHDA, but it is also critical for [Child's Name]'s success. Repeated lateness disrupts learning and reflects a lack of respect for the time and efforts of both teachers and classmates. Additionally, continued lateness may negatively affect [Child's Name]'s academic performance and overall development.

The UAE Ministry of Education has made it clear that repeated absenteeism or lateness can lead to serious consequences, including the risk of losing a place at the school. We do not want to reach that point, and we are eager to work with you to resolve this issue immediately.

Please contact me at your earliest convenience so we can discuss how to ensure that [Child's Name] arrives at school on time each day moving forward.

Thank you for your urgent attention to this matter.
Sincerely,
[Your Name]
Vice Principal

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