ATHENA EDUCATION
For Social Grace

AL ZUHOUR PRIVATE SCHOOL L.L.C.
مدرسة الزهور الخاصة ذ.م.م.

ATTENDANCE AND PUNCTUALITY POLICY

2026-2027

Approved by: School Leadership Last reviewed on: June 2026 Next review due by: June 2027

OBJECTIVE

Al Zuhour Private School, Sharjah strives for students and families to understand the importance of regular attendance and punctuality of students. Regular attendance has a direct impact on the social and academic progress of a student. This policy aims to ensure the best possible student attendance and punctuality with the help of follow-up procedures for student absence and tardiness.

RATIONALE

Students need to be in the classroom to benefit from the teachers' guidance and from interaction and exchange of ideas with peers. Regular attendance at school is essential to ensure uninterrupted progress and to enable children to maximize their potential.

- All students are expected to attend school every day.
- The school does all it can to encourage students to attend, and to put in place appropriate procedures to support this.
- The school believes that the most crucial factor in promoting good attendance and punctuality is the development of positive attitudes towards school and learning.
- Early intervention is essential to prevent absenteeism from worsening.

PROCEDURES

The procedure followed for absenteeism and tardiness is as per the rubrics below:

TARDINESS	ABSENTEEISM
Three occurrences (3) - phone call to parents	**Three occurrences (3)** - phone call to parents
Five occurrences (5)-phone call to parents	**Four occurrences (4)-** written warning to students and notification to parents
Seven occurrences (7)- email notice to parents	**Seven occurrences (7)**- email notice to parents
Eight occurrences (8) Conference with parents	**Eight occurrences (8)** Conference with parents
Ten (10) Occurrences will result in the development of an attendance improvement plan and following behavior code of conduct	**Ten (10**) Occurrences will result in the development of an attendance improvement plan and following behavior code of conduct

- The school Attendance in Charge and Senior Leadership Team hold responsibility for attendance matters supported by the Supervisors and teaching staff
- Where school attendance problems occur, the school will endeavor to work with parents in the interests of the child to achieve a resolution

- Attendance is recorded and data stored and analyzed using an excel spreadsheet, updated monthly with sickness, late coming and absences recorded for each child in the school

ROLES AND RESPONSIBILITIES

Section Assistant /Principal/ Head of Section

- Monitor students' attendance monthly and act according to this policy
- Analyze trends in attendance data to identify appropriate action
- Investigate reasons for absence exploring any underlying cause either at home or in school
- Work with Class Teachers to agree and implement strategies to re-engage pupils and their parents with emerging attendance problems
- Work with the office administration to compile and update standard letters regarding percentage attendance, notification of reasons for absence and lateness. Send these to the respective parents when necessary

SUPERVISORS

- Ensure that attendance is documented on time, every day
- Alert the attendance officer of any child who demonstrates a negative pattern of attendance or whose attendance pattern changes
- Discuss attendance issues, encourage regular punctual attendance; work to secure this along with the teachers