

Gulf English School

مدرسة الخليج الإنجليزية



Attendance and Punctuality Policy

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Attendance Policy Statement

Gulf English School is committed to ensuring that students and families understand the absolute importance of full attendance at school. Absence has a detrimental effect on a student's academic progress; indeed, it is the greatest determinant of under-achievement at all phases.

Poor attendance or sporadic absences may also be an indicator of underlying issues that need resolving either inside or outside of the school.

As a school, we take our duty to safeguard children and our mission to challenge educational and social disadvantage seriously. Securing great attendance for all students is at the heart of our work. We work tirelessly to create a culture in our school where students want to attend and we see great attendance as a benchmark of our positive culture. Throughout this document we have used the term 'families' to refer to our students' parents, carers or others that hold parental responsibility, or 'PR'. The key to successful student learning is effective teaching and student engagement, for which obviously students need to be present and on time.

Purpose

Our aim is to create an environment where students are empowered to become mature and industrious individuals, taking responsibility for their own actions and preparing for future success. We, Gulf English School, are committed to forming an active partnership with families to support their children's learning. Maintaining regular contact with students is essential to us, as it helps safeguard their well-being. Above all, we strive to provide every opportunity for our students to achieve outstanding outcomes and reach their full potential. We, Gulf English School, accept that outstanding attendance is everyone's responsibility

Roles and responsibilities

Students

Good attendance and punctuality, defined as above 97%, are formally recognised. Attendance that falls below this standard is challenged, with clear targets set for students to improve. When poor attendance or punctuality becomes a concern, we intervene early before it becomes a habit.

If a student is absent without contact, we follow up on the second day with a phone call. We respond with empathy to any issue a student may be facing that affects attendance or punctuality, maintaining regular communication with parents and carers.

We act swiftly to reduce absence, especially persistent absence, with a particular focus on providing immediate support to vulnerable learners. In KG1 and KG2, we work actively with children and families to highlight the importance of high attendance and to establish strong attendance habits from the beginning of their educational journey. Every child of statutory school age is ensured access to full-time education.

Our communication with families includes a clear and transparent attendance management process, daily monitored via Skoolee, which involves prevention and recognition, followed by support and challenge. Extended leave during term time is not granted. Where there are concerns of broader safeguarding issues, we do not hesitate to involve appropriate external agencies.

Families

Parents and carers are expected to encourage their child to attend the academy every day, ensure punctuality, and inform the academy immediately if their child is absent. They should notify the school in advance of any hospital appointment via the secretary in Primary or Secondary.

It is also important that parents communicate any issues that might affect their child's attendance and cooperate with the school if attendance or punctuality becomes unsatisfactory. Any requests for special leave of absence during term time must be made in advance via the School Director.

Students are expected to attend the school at all times unless they are unwell or prevented by unavoidable circumstances. They must also arrive at the school and to lessons on time every day.

Targets, attendance and punctuality

The target for all students is to achieve 100% attendance and 100% punctuality. The minimum expectation for all students is attendance over the academic year of 97%.

Attendance during one academy year	Equivalent days	Equivalent lessons missed
95%	9 days	54 lessons
90%	18 days	108 lessons
85%	26 days	156 lessons
80%	35 days	210 lessons
75%	44 days	264 lessons
70%	53 days	318 lessons
65%	61 days	366 lessons

The impact of poor attendance on academic progress

If your child misses school on a regular basis, they are damaging their future life choices. Internationally, it has been proven that children with poor attendance in primary school miss out on making the expected progress in vital literacy and numeracy skills, and find it difficult to catch up. In Secondary School, 19 days' absence correlates, on average, to a grade at GCSE in all subjects.

Procedures

All our students have in place a coherent system of rigorously monitoring student attendance (Skoollee/RecordMy). Class teachers, subject teachers, form tutors, Middle Leaders, Senior Leaders, Pastoral Coordinators all play key roles in this system.

If a telephone call is not forthcoming, then the absence will be treated as unauthorised. If no contact has been made by day 3 (at the very latest) of the absence, parents will be invited to the school for a parent meeting. This will be an opportunity to explain the possible consequences of attendance not improving. If there is a history of poor attendance, the visit may be earlier.

If a student is absent for three consecutive days (and contact has been made from home), contact will be made with home to gauge when the student will be returning to the school and to arrange for missed work to be sent home, if appropriate. At the end of the week, an unauthorised absence report is generated and a letter asking for an explanation is sent home. The list of students with unauthorised absences is also printed and passed to the staff member with responsibility for the cohort.

Definitions

Attendance:	The extent to which a student is present at school and lessons.
Punctuality:	Arriving at school and lessons on time.
Authorised Absence:	Absence approved by the school (e.g. illness, family emergency, religious observance).
Unauthorised Absence:	Absence without acceptable explanation or approval.
Persistent Absence:	Attendance below 90% over a monitoring period.

Medical and dental appointments

These should be made outside academy hours. If the absence is authorised, families must ensure they collect the student from reception as no student will be allowed out of the academy unaccompanied unless there is prior agreement with the school. Families must also ensure that the student is aware of the appointment and is ready waiting at the authorised time. It is not the responsibility of the academy to inform students of appointments. In emergency situations, we will ensure the student is aware of the appointment.

Leave of absence during term time

Leave of absence during term time is no longer permitted. Any extended absence from the academy will be counted as unauthorised. In order to avoid personal opinion and to ensure complete fairness for all, we refer all planned leave of absence to the authority.

Rewards and Sanctions

We believe that students who ensure that they are regularly on time for school (and lessons) should be celebrated, and to this end in monthly assemblies such students will be rewarded. At the same time, GES believes that expectations as important as attendance and punctuality should have consequences where, without reason, frequent and repeating non-compliance arises.

Students who are late without appropriate reason

All students must be inside the building at 7:25.

To reflect its importance in the British curriculum, PSHE will take place first thing in the morning to be combined with the morning registration and Kuwaiti National Anthem mandated by the Ministry of Education.

Late to school is defined as students not being in registration when the register is taken in the morning at 07:30. If a student arrives after 07:31 a late slip is required from Reception. Students who are late three times will receive an after-school, one hour detention on a Tuesday. Three after-school sanctions will lead to a 1 day out of school suspension. Excellent attendance is recognised in celebration assemblies and through certificates, letters and, in some academies, by positive behaviour points.

Students' consistent attendance and punctuality is absolutely vital for their academic success and personal development, so thank you for supporting us in ensuring that all lessons start on time.

Arriving at school:

06:40 - 07:25 | KS3 students > Library

06:40 - 07:25 | KS4–5 students > Hall

07:25 - 07:30 | All students go to their Form Room for mandatory registration

- Students should have their phones in their bag pack and switch off.
- Students who arrive after 7.31 should register at reception and then attend lesson 1 and hand their late slip to the teacher
- All late marks will be added onto the Skoolee system.
 - > 3 lates will result in an After School Detention for 1 hr.
- > 3 afterschool sanctions will lead to a 1 day out of school suspension.

Persistent Absence (PA)

Any student who has an overall attendance of below 90% is considered to be in the persistent absence category. Any student who is PA will be monitored and put on an action plan. The Team will meet with students, and their families whose attendance causes concern.

The school reserves the right to not re-enroll any student whose attendance is very low and whose educational outcomes and those of his/her classmates can be seriously affected beyond the control of the school.

Religious leave of absence

For a day set aside exclusively for religious observance, students will be granted one day for each occasion of religious observance with a maximum of 3 days over one academic year. These absences, if granted, will be recorded as authorised using the 'Absent With Excuse' code.

Attendance monitoring

The attendance will be monitored on a daily basis. Families are expected to call the academy in the morning if their child is going to be absent due to ill health. If a student's absence falls below 90%, the student will be formally monitored with the involvement of their family. A student will be classified as a persistent absentee if their overall attendance rate is 90% or lower, meaning their absence rate is 10% or higher. The academies monitor both persistent absence and what is termed 'low attendance', which is defined as an overall absence rate of 5% or more. Student-level absence data is collected by GES during each cycle, and the underlying academy-level absence data is published alongside national statistics.

Attendance codes

Code	Definition	Scenario
Present	Present	Student is present at morning registration
Absent	Absent	Student is absent at morning registration
Late	Late > 5 minutes	The student arrived more than 5 minutes late to school. 3x Late will result in an afterschool 1hr.
Absent E	Absent with Excuses	Student has been granted a leave of absence due to exceptional circumstances
Absent M	Absent Medical	The students have informed the Secretary of the Medical conditions.
Exam	Exam Week	The student has Exams and has been granted to do home study in preparations for the exam.

*This policy was last reviewed and updated on 25/01/26, with the next review due August 2026 or in light of any additional requirements.