



Attendance and Punctuality

Regular attendance and good punctuality are essential to student wellbeing, academic progress and engagement in school life. At Dove Green Private School, we expect all students to attend school regularly and arrive on time so that they can fully benefit from the educational opportunities provided.

Expectations for Attendance

Students are expected to attend school every day during term time unless there is a valid reason for absence.

The school aims to:

- Promote excellent attendance and punctuality.
- Work in partnership with families to support regular attendance.
- Monitor attendance patterns and respond to concerns promptly.
- Ensure that any barriers to attendance are identified and addressed.

Attendance is monitored regularly to ensure that students can access the full curriculum and make expected progress.

Expectations for Punctuality

Students are expected to arrive at school before the start of the school day and move around the school between lessons in an orderly fashion, so that they are ready for learning.

Punctuality ensures that:

- Learning time is maximised.
- Lessons begin in a calm and organised manner.
- Students develop responsible habits and respect for others' time.

Late arrival disrupts learning for both the student and the wider class and will be monitored by the school.

Responsibilities

Parents and Guardians

Parents play a key role in supporting their child's attendance and punctuality. Parents are expected to:

- Ensure their child attends school regularly and arrives on time.
- Notify the school promptly if their child is absent.
- Provide appropriate reasons and, where required, supporting documentation for absences.
- Avoid arranging family travel or appointments during term time where possible.
- Work with the school to address any attendance concerns.

If a student is unable to attend school, parents must:



- Notify the school before the start of the school day on the day of absence by sending an email to reception@dovegreenschool.com with the subject line: Absence + Child's Name and provide the following information:
 - a. Student's full name and year group,
 - b. Reason for absence
 - c. Expected return date where known.

If the absence extends beyond expected return date, parents should keep the school informed and provide updates where necessary. In some cases, the school may request medical documentation or supporting evidence to authorise the absence.

Students

Students are expected to:

- Attend school regularly and arrive on time.
- Be prepared for learning at the start of the school day.
- Catch up on any missed work following an absence.
- Communicate with teachers where appropriate to ensure learning is maintained.

School

The school plays a key role in promoting good attendance and punctuality. Clear procedures and responsibilities help ensure that attendance is monitored effectively and that students and families receive appropriate support where concerns arise.

Class Teachers / Form Tutors

Class teachers and form tutors are responsible for the daily monitoring of student attendance and punctuality within their class or tutor group. They should:

- Complete accurate and timely attendance registers at the beginning of the school day and during relevant lessons.
- Record late arrivals in accordance with school procedures.
- Monitor patterns of absence or lateness within their class or tutor group.
- Follow up with students where punctuality or attendance becomes a concern.
- Ensure that students who have been absent are supported to catch up on missed learning where appropriate.
- Communicate concerns about attendance or punctuality to a DSL via MyConcern.
- Promote the importance of attendance and punctuality as part of the school's expectations for behaviour and responsibility.

Class teachers and tutors play an important role in identifying early indicators of disengagement or wellbeing concerns which may affect attendance.

School Receptionist

The school receptionist is responsible for the daily administration and recording of attendance information. They should:

- Receive absence notifications from parents and update these directly on registers.



- Maintain up-to-date attendance records for all students.
- Contact parents where a student is absent and no notification has been received.
- Escalate any concerns regarding unexplained absence to a DSL.
- Ensure that students sign in when arriving after registration and update registers.
- Maintain records of attendance documentation, such as medical notes where required.
- Provide attendance information and reports to relevant school leaders when needed.

Assistant Principal, Pastoral and Inclusion

The Assistant Principal, Pastoral and Inclusion has strategic oversight of attendance and punctuality across the school. Responsibilities include:

- Monitoring whole-school attendance data and identifying trends or patterns of concern.
- Ensuring that the school maintains clear procedures for attendance monitoring and follow-up.
- Leading meetings with parents where attendance concerns require additional support or intervention.
- Ensuring that appropriate support strategies and interventions are implemented for students experiencing barriers to attendance.
- Ensuring that attendance concerns linked to wellbeing, safeguarding, or additional learning needs are addressed in collaboration with relevant staff.
- Providing guidance and support to staff on attendance procedures and expectations.
- Reporting attendance trends to the Senior Leadership Team as part of the school's monitoring and evaluation processes.

Daily Attendance Procedures

Clear daily attendance procedures ensure that the school maintains accurate records of student attendance and that any unexplained absence is followed-up promptly in line with safeguarding expectations.

Morning Registration

- Attendance registers are completed at the start of the school day by class teachers or form tutors.
- Teachers must ensure that the register is accurate and submitted promptly within the designated timeframe.
- Students who are not present at the time of registration will initially be marked as absent until a reason for absence is confirmed.

The register forms part of the school's safeguarding systems and must therefore be completed carefully and on time.



Late Arrival

Students are expected to arrive at school before the official start of the school day.

Students arriving after registration must:

- Report to the school reception to sign-in.
- Provide a reason for the late arrival where appropriate.

The receptionist will record the late arrival in the school attendance system.

Repeated lateness will be monitored and may result in follow-up communication with parents.

Absence During the School Day

If a student needs to leave school during the school day:

- Parents must notify the school in advance wherever possible.
- Students must be signed out at reception by a parent or authorised adult.
- The time of departure and reason for leaving will be recorded.

Students who return to school later in the same day must report to reception and sign back in before returning to lessons.

Early Collection

Students may only leave school early if:

- The school has received prior communication from parents, and
- The student is collected by a parent or authorised adult.

Reception staff will verify the identity of the adult collecting the student where necessary to ensure student safety.

Unexplained Absence Follow-Up

If a student is absent and the school has not received notification from parents:

- The absence will be recorded as unauthorised in the attendance register.
- The school will attempt to contact parents to confirm the reason for absence.
- Follow-up contact may be made by telephone or email.

If the school is unable to confirm the reason for absence, the matter may be escalated in accordance with the school's safeguarding procedures.

Attendance Categories

The school records absence from school as authorised or unauthorised. An authorised absence is an absence approved by the school for a valid reason. Examples may include:

- Illness, medical appointments or treatment
- Exceptional family circumstances
- Religious observance
- Approved participation in external educational activities

An absence may be recorded as unauthorised when:

- No explanation is provided for the absence.
- The explanation provided is not considered a valid reason.



- Parents remove a student from school without permission during term time.

Monitoring Attendance

Attendance is monitored regularly by the school leadership team to ensure that students are attending consistently and accessing learning. This allows the school to:

- Maintain accurate records for all students.
- Identify patterns of absence or lateness.
- Provide early support where attendance becomes a concern.

Where concerns arise, the school will contact parents to discuss the situation and offer appropriate support.

Attendance Thresholds

The school promotes high expectations for attendance, in line with KHDA expectations:

Attendance %	KHDA Category	Interpretation
98% or above	Outstanding	Excellent attendance
96% – 97%	Very Good	Strong attendance
94% – 95%	Good	Acceptable but monitored
92% – 93%	Acceptable / Requires Development	Cause for concern
Below 92%	Weak	Significant concern requiring intervention
Below 90%	Very Weak / Persistent Absence	High risk to progress

Students with attendance below expected levels may require additional monitoring and support.

Support and Escalation Procedures

Where attendance or punctuality becomes a concern, the school will follow a graduated approach.

Stage 1 – Initial Concern

- Attendance monitoring identifies a pattern of absence or lateness.
- Parents may receive communication from the school to raise awareness.
- Teachers or pastoral staff may discuss attendance expectations with the student.

Stage 2 – Monitoring and Support

If attendance does not improve:

- Parents may be invited to meet with relevant school staff.



- Possible barriers to attendance will be explored.
- Support strategies may be agreed, such as an attendance monitoring plan.

Stage 3 – Continued Concern

Where concerns persist:

- The matter may be escalated to senior leaders or pastoral staff.
- Further meetings may be held with parents.
- Additional monitoring or intervention may be implemented.

The aim of this process is to work collaboratively with families to improve attendance and ensure students can access learning consistently. However, in exceptional situations, where attendance does not improve despite intervention strategies, the school may inform KHDA and de-register the student.

Term-Time Absence

Parents are expected to avoid taking holidays during term time, as this disrupts learning and continuity of education. Requests for exceptional leave during term time must be submitted in advance to the school and will be considered by the school leadership team. Approval will only be granted in exceptional circumstances. Absence due to unauthorised holiday will be recorded as an unauthorised absence.

Review and Audit

Procedures are audited termly to ensure effectiveness. Governors receive a detailed annual report summarising key data and improvements.

Signed:

A handwritten signature in black ink, appearing to read "Chris Seeley", written over a horizontal line.

Print Name: Christopher Seeley

Date: January 2026

Designation: Principal

Next Review: January 2027