

Attendance & Punctuality Policy

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v1.0	January 2026	Annual Review



Our Philosophy

Fostering creative thinking and enterprising learning is essential to empowering individuals to grow and thrive in an ever-changing world. By encouraging curiosity, risk-taking, and problem-solving, we cultivate a mindset that embraces innovation and adapts to new challenges. Supporting learners in this journey involves creating environments where exploration is encouraged, diverse perspectives are valued, and failure is seen as a step toward success. As we inspire the next generation of Mavericks, we equip them with the skills and resilience needed to pursue their passions with purpose, helping them not only excel individually but also contribute meaningfully to society with a cause that drives them. By nurturing their potential, we unlock a future where creativity and entrepreneurship become catalysts for positive change.

Our Vision

To be a place where minds can rise and soar,

Where learners dream and seek for more.

Where progress blends with roots held tight,

Guiding souls towards what's right.

Inspiring a community, where learners embrace their individuality: rooted in values that prepare them to disrupt positively and shape the world with purpose.

Our Purpose

In our growing Nadeen School Family, we empower each soul to say 'I can be me ... in my own way'. We nurture every learner's potential by fostering an environment of compassion, courage, and creativity through progressive education.

Policy Statement

Regular attendance at school is essential to ensure uninterrupted progress and to enable learners to extend their potential. The attendance pattern for all learners is monitored by the leadership team and class teacher, and the school seeks to work actively with parents to ensure a regular pattern is maintained.

We expect all learners on roll to attend every day when the school is in session as long as they are fit and healthy enough to do so. We do all we can to encourage the learners to attend, and to put in place appropriate procedures to support this. We believe that the most important factor in promoting good attendance is the development of positive attitudes towards school and learning.



- The prime benefit derived from regular attendance is continuity and progression in learning.
- Poor attendance and punctuality can seriously affect each learner's:
- Attainment in school.
- Relationships with other learners and their ability to form lasting friendships.
- Confidence to attempt new work and work alongside others.

Whilst in general each child's attendance and punctuality can be summarised as below, (within an academic year):

- 96%+ Excellent
- 92-95% - Good
- 88-91 - Average
- 85- 87% - Poor
- Below 85% - Unacceptable

We recognise that this needs to be considered on an individual basis according to exceptional circumstances that will be supported by the school team.

At Nadeen School, we believe that early intervention is essential. The school team will work closely to support the family to ensure that attendance and punctuality improves. There is ongoing dialogue between the school team and with parents. Families are actively encouraged to keep the school fully informed of any matters that may affect their child's attendance. The Phase Leaders and Vice Principals will work closely with the families should a concern arise.

Arrival and Registration

- The school gates open at 7.30 am, at which time all learners may enter the school and go directly to their classroom.
- Class teachers' take attendance at 8.00 am daily.
- School Admin. mark attendance from that point onwards – from the main gate up to 8.30 am or from the main office thereafter – teachers do NOT mark attendance after 8.05 am.
- learners leaving school early MUST be brought to the office to sign out.

Sick Days

When a child is unwell, parents are requested to contact the class teacher or school office on the first day of absence informing the school of the reason for absence. Register with a comment in the notes sections.

For more than three days of sickness the school requires a written or verbal explanation of why the child was sick.

Absent Days

Authorised Absence days may occur due to family emergency, religious observance, attending medical or other important appointments.

Unauthorised Absence may include family holidays during school time and repeated non-attendance. Permission must be obtained from the Vice Principals and the Ministry of Education where necessary (as per article 8, decree number 27, 2005).

In either case, the Vice Principals must be informed of absences in the classroom, and the class teacher will request a meeting with the parents if necessary.

Formal Notice to Parents

Teachers must meet with their Phase Leader with any concerns they may have regarding a child's punctuality, sickness, or absence before talking with the parents.

Parents are expected to meet with the phase leader and class teacher if a child's attendance falls below 85%.

Roles and Responsibilities

Senior Leadership Team or Phase Leader

- Operational management of the policy with the Vice Principals and the school team.
- Monitor learner attendance and punctuality regularly and respond in line with this policy.
- Analyse trends in attendance and punctuality data and explore reasons to identify where support may be needed.
- Work with class teachers to support learners and families with emerging attendance and punctuality concerns.



Class teachers

- Take attendance at the start of morning.
- Alert the Phase Leader of any learners who demonstrate an unsettled pattern or a change in attendance or punctuality
- Encourage regular punctual attendance
- Include attendance and punctuality data in written reports.
- Will support learners and families with emerging attendance and punctuality concerns.

Office Administration

- Inform class teachers of any reported sick/late/absences.
- Take attendance from 8.00 am onwards.
- Keep the school fully informed on all matters that might affect attendance e.g. sickness outbreaks, traffic delays etc.
- From 8.30 am, contact families to find reasons for any unexplained absences and pass any relevant information to the class teacher so they can offer support, where needed.

Family Responsibility

- To ensure that learners attend school punctually.
- Inform the class teacher and the school administration any reason for non-attendance or lateness.

Nadeen School is dedicated to creating a joyful, inclusive, and forward-thinking environment where being present and on time enriches learning!

Appendix 1

Attendance Monitoring Protocol & Consequences Tiered Response for Attendance Below Expectations

(Percentages refer to cumulative attendance within an academic year)

Stage 1 – Early Concern (92–95%)

- **Action:** Class teacher initiates informal conversation with learner and family to explore reasons.
- **Support:** Offer strategies such as flexible arrival support, buddy systems, or catch-up learning opportunities.
- **Record:** Note discussion in pastoral/attendance tracking system.

Stage 2 – At-Risk (88–91%)

- **Action:** Phase Leader meets with parents/guardians to identify barriers and agree on a short-term attendance improvement plan.
- **Support:** Consider additional well-being check-ins, targeted academic scaffolding, or referrals to the Inclusion Team.
- **Consequence:** Parents reminded that attendance is legally monitored and persistent absence will escalate.
- **Review:** Monitor fortnightly; document progress and interventions.

Stage 3 – Concern (85–87%)

- **Action:** Vice Principal conducts a formal meeting with parents/guardians.
- **Protocol:**
 - Develop an **Attendance Action Plan** with clear goals and timelines.
 - Possible request for medical documentation for further absences.
- **Consequence:** Loss of certain non-academic privileges (e.g., participation in off-site trips) if attendance targets are not met — always reviewed on a case-by-case, inclusive basis.
- **Follow-up:** Weekly monitoring with written progress updates to parents.



Stage 4 – Serious Concern (Below 85%)

- **Action:** Formal written warning issued to parents, signed by the Principal.
- **Protocol:**
 - Notify the Ministry of Education if required under national guidelines.
 - Possible home visit by the pastoral or leadership team to support re-engagement.
- **Consequence:** Continued absence without valid reason may lead to referral to external agencies as per legal obligations.
- **Support:** Implement intensive reintegration support to prevent disengagement from learning.

Principles Guiding Consequences

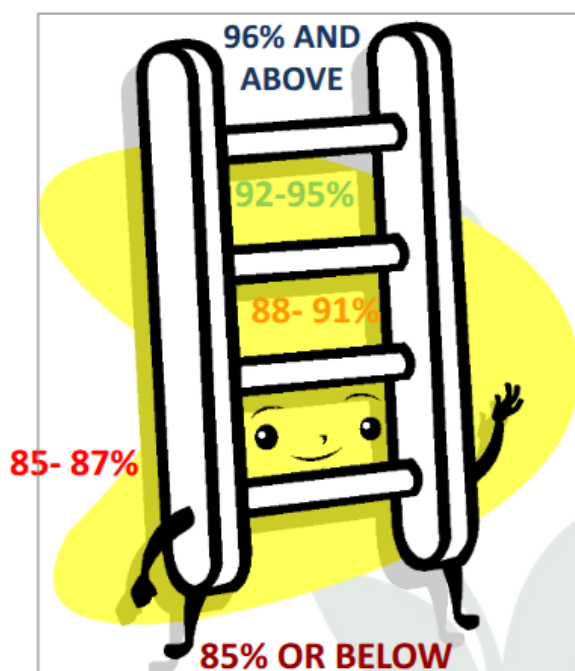
- **Support before sanction:** Every stage includes supportive interventions before imposing consequences.
- **Inclusive approach:** Attendance plans consider diverse needs, including medical, social-emotional, and cultural factors.
- **Collaborative process:** Parents, learners, and school work together to resolve barriers.
- **Proportional response:** Consequences are always age-appropriate and context-sensitive.

Appendices

Appendix 1

Information and visuals shared with secondary learners:

96% and above = Excellent!	Outstanding attendance! This equates to no more than around one week of school missed throughout the academic year. Learners who achieve this throughout the academic year should be reaching close to their full potential and achieve the highest grades possible across all subjects.
92-95% = Good	This equates to around just under two weeks of school missed in the academic year. Learners who achieve this are likely to hit their target grades and have better opportunities when it comes to college, university and work, in the future.
88-91% = Average	This equates to around three weeks of school missed during the academic year. Absences could begin to affect attainment and progress at school.
85-87% = Poor	This equates to almost a whole month of school missed during the academic year. Absences up to this point will almost definitely be affecting the attainment and progress of learners. At this point the Phase Leader for your year group will be working with families to try and improve attendance.
85% or below = Unacceptable	This equates to a month or more of school missed throughout the academic year. At this point the absences are a serious concern. Absences will definitely be affecting attainment and progress. The Head of Secondary will be involved in supporting families and trying to improve attendance.








Audit trail

Details

FILE NAME	ACD - Attendance and Punctuality Policy v1.0 - 07/01/2026, 17:35
STATUS	● Signed
STATUS TIMESTAMP	2026/01/26 11:01:12 UTC

Activity

 SENT	principalpa@nadeenschool.com sent a signature request to: <ul style="list-style-type: none">• Shanee Puri (shanee.puri@nadeenschool.com)• J batts (j.batts@nadeenschool.com)• PAUL SHERLOCK (p.sherlock@nadeenschool.com)	2026/01/07 14:35:49 UTC
 SIGNED	Signed by PAUL SHERLOCK (p.sherlock@nadeenschool.com)	2026/01/13 14:37:32 UTC
 SIGNED	Signed by J batts (j.batts@nadeenschool.com)	2026/01/07 16:02:04 UTC
 SIGNED	Signed by Shanee Puri (shanee.puri@nadeenschool.com)	2026/01/26 11:01:12 UTC
 COMPLETED	This document has been signed by all signers and is complete	2026/01/26 11:01:12 UTC

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