



Attendance and Punctuality Policy 2026 – 2027

POLICY INFORMATION	
Last review date:	December 2025
Reviewed by:	Senior Leadership Team
Next review date:	December 2026
Approved By:	Principal - Daspo Yiappos

1. Rationale

At The Oxford School, we believe that all students should be given the chance to fulfil their full learning potential, which we aim to support by implementing an effective Attendance and Punctuality policy. Attendance in school and punctuality is essential for successful attainment. Reasons for absence must always be communicated to the school. KHDA's 2026 guidance puts it plainly: *"No catch-up plan survives poor attendance. Students who are not in the classroom cannot be taught."* Therefore, all parents should ensure that their child is at school every day of the school year except for illness or other unavoidable reasons.

2. Mission

At The Oxford School, we believe that every child is special. We strive to ensure that they can develop knowledge and skills, which will enable them to attain international qualifications and provide them with the best opportunities to have successful futures and careers.

3. Vision

Our Attendance and Punctuality Policy, and the strategies outlined within, are designed to ensure that student attendance and punctuality is measured, tracked and then applied to meet the needs of all groups and individuals.

4. Aim

The aim of the following policy is to provide clear guidelines on the approach of Attendance and Punctuality at The Oxford school.

- Improve students' achievement by ensuring high levels of attendance and punctuality.
- Achieve 98% attendance for all students, apart from those with chronic health issues.
- Establish a pattern of monitoring attendance and ensure consistency in dealing with regular absence
- Raise the awareness of parents and students of the importance of uninterrupted attendance and punctuality at every stage of a child's education.
- Work in partnership with students, parents and staff so that all students realise their potential, unhindered by unnecessary absence.

5. Key Terms and Definitions

Terms	Definitions
Unauthorised absences	absences where there has been no communication from a parent about an absence or if the absence is for two or more days and a doctor's note has not been received
Authorised absences	when a child has been away from school for a legitimate reason and the school has received notification from the parent. The Year Leaders Care coordinate to ensure that authorised absences are consistent and equitable while minimising disruption to learning.

Authorized Absences consist of:
Attendance at a funeral (of family members)
Medical leave or urgent medical appointment
Participation in representative sports event
Religious celebration

6. Purpose of the Attendance Policy

The Oxford School promotes excellent attendance and punctuality and aims for every student to achieve at least 98% attendance. Attendance data will be monitored regularly to identify individual students, groups and patterns requiring intervention.

The Oxford School places high importance on the safety of the community. To that end, promoting high attendance is secondary to a clear understanding that students who show signs of illness must stay home and follow the relevant health and safety procedures as defined by the authorities and implemented by the school. Absences without the support of a parent communication will be reported as an unauthorized absence. If a child needs to miss school for any other reason this should be requested in writing to the Head of Section.

6.1 Monitoring Thresholds

The school's overall attendance target is 98%. Attendance below this level will be monitored progressively to ensure early identification and intervention.

Attendance	Oxford Monitoring system
98% and above	Excellent – meeting school target
96 -97.9%	Good - Monitor attendance
94 -95.9%	Attendance concern – early intervention
92 – 93.9%	Satisfactory, yet an attendance concern
Less than 92%	Unsatisfactory – Intensive intervention and senior leadership oversight

6.2 Patterns of Concern

Attendance intervention will not be based solely on attendance percentage. The school may intervene at any stage where a concerning pattern is identified.

Patterns may include:

- Repeated Monday or Friday absence;
- Absence immediately before or after school holidays;
- Frequent single-day absences;
- Repeated illness without appropriate supporting information;

- Repeated late arrival;
- Repeated early collection;
- Unexplained absence from individual lessons;
- Sudden deterioration in a student's usual attendance;
- Patterns of absence that raise safeguarding or wellbeing concerns.

6.3 Safeguarding and Attendance

Attendance is everyone's responsibility and may also be a safeguarding matter. Unexplained absence, prolonged absence, sudden changes in attendance, repeated patterns of absence or inability to establish contact with a parent/carer may indicate a safeguarding or wellbeing concern. Such concerns must be referred immediately through the school's safeguarding procedures and should not wait until normal attendance intervention thresholds are reached.

7. Roles and Responsibilities

For Students:

Students will:

- Attend school regularly and attend all lessons.
- Arrive on time at school and to all lessons.
- Be fully involved in all lessons.
- Follow the procedures for attendance and punctuality.
- Be responsible for carrying out any work provided by the school during an authorised absence period.

For Teachers:

Teachers will:

- Setting an example by having good attendance and arriving on time to registration
- Teachers should be in the classroom by 7.30 a.m.
- Marking the daily attendance register accurately at the start of the day
- Mark the attendance for all lessons taught
- Monitor the attendance and punctuality of students in their class/homeroom.
- Identify emerging patterns of absence or lateness.
- Conduct the first conversation with the student where an attendance or punctuality concern emerges.
- Contact parents/carers at the first intervention stage and record the communication on the Attendance and Punctuality Tracker.
- Inform the Year Leader when attendance or punctuality does not improve or when a concerning pattern is identified.
- Support students returning following significant absence and ensure reasonable support is provided for missed learning.
- Alert the leadership team if a student was present in the morning but absent for a lesson later in the day.
- Emphasise and model the importance of good attendance and punctuality
- Ensure absence notes/emails are received and record reasons of absence accurately
- Celebrate attendance and punctuality appropriately for the year group e.g. display certificates, appreciation mails/letters, etc.

For Year Leaders:

Year Leaders will:

- Review attendance and punctuality data **weekly** for their year group.
- Maintain/review the Attendance and Punctuality Tracker.
- Identify students whose attendance is declining or who demonstrate concerning patterns of absence or lateness.
- Review actions already taken by the Class/Homeroom Teacher.
- Contact parents and meet with students where first-stage intervention has not resulted in improvement.
- Set measurable attendance/punctuality targets and a defined review period.
- Coordinate an Attendance Support Plan where appropriate.
- Escalate persistent or serious concerns to the Head of Section.
- Refer safeguarding concerns immediately through the school's safeguarding procedures.
- Review whether interventions have resulted in measurable improvement.

For Heads of Sections

Heads of Section will:

- Review students with serious or persistent attendance and punctuality concerns.
- Review year-group attendance trends and the effectiveness of interventions at least half-termly.
- Conduct formal parent meetings where previous interventions have not resulted in sufficient improvement.
- Approve and monitor Attendance Support Plans for serious cases.
- Ensure Year Leaders and teachers fulfil their responsibilities within this policy.
- Escalate serious cases to Principal where necessary.
- Work with the DSL where attendance concerns indicate possible safeguarding or wellbeing issues

Principal/Vice Principal

The Principal and Vice Principal will:

- Monitor whole-school attendance and punctuality trends.
- Review persistent and high-risk attendance cases.
- Ensure consistent implementation of this policy across all sections of the school.
- Review attendance of identified groups where appropriate.
- Authorise formal escalation in accordance with school and regulatory requirements.
- Ensure attendance procedures are reviewed for effectiveness and impact.

For Parents:

Parent will:

- Make every effort to ensure that their child attends school every day and arrives on time
- Inform the school on the first day of an absence if their child is unable to attend school
- Provide the school with a valid reason for all absences
- Schedule family vacations to coincide with scheduled school breaks

- Make all appointments outside of school time e.g. dentist / doctor. In the event of this not being possible, parents are asked to inform the school of the appointment prior to the appointment date. The school may request to see an appointment card.
- Inform a member of staff (usually Class Teacher/Homeroom Teacher) of any reason or problem that may hinder their child from attending school and communicating this to the school
- Work with the school to resolve issues where possible and ensure good attendance and punctuality.
- Contact school, either by email or phone, to the Class Teacher/Homeroom Teacher, whenever their child is unable to attend school.
- Avoid unnecessary early collection from school.
- Respond promptly to school communication regarding unexplained absence.
- Attend attendance meetings when requested.
- Work collaboratively with the school where an Attendance Support Plan is established
- Inform the school's clinic and Section Head immediately in the event of the student contracting an illness or suffering an injury which would make an absence of 3 days or more likely, and subsequently keep the school informed on the student's progress.
- Provide the school clinic and Section Head with a medical note or a sick leave certificate from their child's treating physician indicating the nature of the child's illness, and their expected date of return to school if fit to do so and symptom-free.

8. Punctuality

Students are required to arrive at school not later than 7:30 am.

Punctuality – arriving on time – remains important throughout the day.

8.1 Late Arrival

Students arriving after the designated registration time must follow the school's late-arrival procedure and their arrival must be recorded accurately on the school information system.

Late arrival must not be recorded simply as absence where the student has subsequently arrived at school.

The time of arrival should be recorded to enable the school to monitor repeated lateness and the cumulative loss of learning time.

8.2 Persistent Lateness

Persistent lateness will be treated as an attendance concern and will result in progressive intervention.

3 late arrivals in a term → Teacher contact

5 late arrivals → Year Leader intervention

Continued/repeated lateness → Head of Section intervention

Persistent failure to improve → Senior Leadership escalation

8.3 Early Departure

Parents should avoid collecting students before the end of the school day except where necessary. Requests for early departure must follow the school's approved early collection procedure. The departure time and reason must be recorded accurately.

Repeated early collection will be monitored as a punctuality/attendance concern because of the cumulative impact on learning time.

Parents must collect the early exit form from the reception, fill it and submit to the Head of section for approval and signature.

9. Procedure

Dealing with absenteeism or inadequate punctuality

Frequency	Implications
First three unauthorised absences or lateness in a term, leading to an emerging pattern	Class/Homeroom teacher to have a conversation with the student and email the parent. Total days present/absent in the Report card.
Next two unauthorised absences or lateness (5) and concern continues	Year leader reviews reasons, patterns. Year leader meets the parent and an attendance target is set Total days present/absent in the Report card.
Any further incidences in the term,	Parents and student meet with year leaders and make a written undertaking not to be absent or late again that Term. Attendance Support Plan to be followed, weekly monitoring by the Year Leader Total days present/absent in the Report card.
A total of 15 or 10 consecutive unexcused absences or lateness during the academic year	Formal meeting set up with the Heads of Sections and verbal or Written notice announcing refusal to re- enroll the student in the school for the following academic year
Serious/ prolonged absence	Formal senior escalation to the Principal and Vice Principal, with formal documentation

10. Attendance Support Plan

Attendance Support Plans will be used where attendance does not improve following initial intervention or where significant barriers to regular attendance have been identified. Plans will be developed collaboratively with the student and parent/carer and will identify the reason for concern, barriers to attendance, agreed support/actions, responsible persons, measurable attendance target and review date

11. Absence Without Parent/Carer Contact

Where a student is absent without prior notification, the school will make reasonable attempts to contact the parent/carers on the same school day.

Where contact cannot be established, the absence will continue to be followed up in accordance with school attendance procedures.

Repeated or prolonged unexplained absence, particularly where the school cannot establish contact with the family, must be referred to the relevant Head of Section and DSL and escalated in accordance with safeguarding and regulatory procedures.

Students returning following prolonged or significant absence should be supported to reintegrate successfully into school. The Class/Homeroom Teacher and relevant Year Leader will identify reasonable support required for missed learning, wellbeing and successful return to normal attendance.

Summary

As a school, we wish to work with parents to ensure that the Oxford School community promotes the high levels of attendance and punctuality needed to safeguard the welfare and development of the students in our care. Teachers use this system to update the levels of attainment in all other subject areas.

Form 1

Please click [here](#) to sign the **Student** Undertaking or scan the QR Code



I, the undersigned,,
TOS # student in year, section....., undertake that I shall adhere to the school's attendance and punctuality policy. In case of violation of any of the attendance and punctuality policy, I shall be accountable for any consequences as per the attendance and punctuality policy.

Form 2

Please click [here](#) to sign the **Parent** Undertaking or scan the QR Code



This to confirm that the Parent/s (Guardian/s) Mr./Mrs.....
relation to the student shall ensure that.....

(student name) adheres to the attendance and punctuality policy and in case of any violation will accept the consequences.