



GEMS Wellington
International School

مدرسة جيمس ولينغتون
انترناشيونال

Attendance and Punctuality Policy

Oliver Thompson - Head of Upper School and

Reviewed by: Lionel Pinto - Attendance Officer

Date of review: August 2025

Next date of review: August 2026



Policy Statement

At WIS we believe that high attendance is directly linked to high attainment, active engagement and educational fulfilment. At GEMS Wellington International School we strive to achieve 98% or higher.

High attendance and positive punctuality are key in enabling students to make the most of their learning opportunities as they prepare to access higher education and future employment. As a school we aim to support students in maximising their attendance and maintaining exemplary punctuality records throughout their time at GEMS Wellington International School.

We believe that punctuality displays respect for people, time and opportunities and we expect students to be seated in their classroom before the National Anthem sounds at 7.40am. The role that parents play in achieving this is important and support is appreciated greatly.

This policy is intended to provide the framework for continuous improvement in attendance and punctuality and in correlation, every students' outcome at GEMS Wellington International School. This policy sets out to inform students, parents and staff of the expectations and support for monitoring and intervention with a consistent approach across the School.

Attendance and punctuality data on SIMS allows us to monitor individuals in classes and year groups, and to intervene as appropriate. Students should understand expectations, monitor and evaluate their own attendance - which in turn, will increase the likelihood of achieving or exceeding targets, academically and holistically.

We expect students to:

- Attend school at every available opportunity during term time
- Arrive to school on time every morning
- Complete an appropriate reflection period following 2 lates in a week
- Be on time to all lessons
- *Take responsibility for obtaining and completing work when absence cannot be avoided*

We expect parents to:

- Send their child to school at every available opportunity during school term time
- Support their child in arriving at school on time every morning
- Endeavour to schedule medical appointments outside of school hours
- Avoid students travelling during term time
- Inform absence_wis@gemsedu.com or telephone 0569962428 when their child is absent
- Work with the school to resolve issues and ensure their child's attendance and punctuality improves.
- Inform the school in the event of a student contracting an illness or suffering an injury which is likely to involve an absence of 3 days.
- Medical notes will be required for absences of 3 or more days.
- Complete a leave of absence form in advance of a scheduled absence using [THIS LINK](#). **(PLEASE NOTE – this will be sent to the Head of School and may or may not be authorised after review).**

As a school, we will:

- Share our Attendance and Punctuality Policy on the School Website and in the Parent Handbook
- Ensure staff model attendance and punctuality expectations
- Monitor student attendance daily through the completion of accurate registers on SIMS
- Review attendance weekly, monthly and termly through Heads of Year and the Student Culture and Experience Team - identifying trends, patterns, opportunities and concerns
- Use positive reinforcement in pastoral time and assemblies to discuss the importance of attendance
- Celebrate students who maintain an attendance percentage of 98% and above in termly assemblies with awards for Outstanding Attendance (100%), Excellent Attendance (99%) and Very Good Attendance (98%)
- Award a bi-weekly Tutor Group Attendance Cup for every year group
- Celebrate outstanding and improved attendance and punctuality
- Contact home if a student is absent from school without a reason
- Support families for whom attendance and/or punctuality is a concern
- Apply the KHDA sanctions when dealing with attendance and punctuality concerns
- Follow the KHDA guidelines for our judgements on attendance figures and use the following language when communicating with parents:

Attendance Phases at WIS

Attendance Phase	Attendance %	Action
Outstanding	98% - 100%	Praise and celebration
Phase 1	94% - 97%	Follow up communication from Class Teacher/Form Tutor
Phase 2	92% - 93%	Follow up communication from Head of Year
Phase 3	Less than 92%	Meeting with Class Teacher/Form Tutor and Head of year to discuss assistance with attendance
Phase 4	Less than 90%	Attendance contract linked to reasons for absence with review date to monitor the progress <i>*Should attendance contracts not be adhered to - Attendance warning letters will be issued, with KHDA approval could lead to non re-enrollment of students.</i>



Lower School

We expect the **Lower School class teachers** to:

- Take a morning and afternoon register each day. Morning registers must be taken by 7:50am and the afternoon registers by 1:15pm.
- Continually monitor the class for patterns amongst individuals including: unauthorised absences, frequent short absences, (particularly where a pattern emerges; e.g. every Friday) and persistent longer absences.
- Communicate with parents to alert them that their child's attendance has dropped below 98%.
- Use the appropriate coding for absence/attendance of their students.
- After the register has been taken, Class Teachers should send an email to the parents of any absent student to record a reason for the absence.
- If a parent hasn't replied by 10am a phone call must be made to chase up this N code. (To be done by Class teacher or HOY)
- Class teachers will monitor late arrivals to school. Any students arriving after the National Anthem will be marked as late (L Code). If students have 2 or more L codes in a week, the class teacher will follow up with an email to parents.

We expect the **Lower School Heads of Year** to:

- Telephone parents of students who are absent for 3+ days to check-in.
- Telephone parents of students whose class teachers have identified their punctuality as being a concern.
- Have a weekly review of attendance in team meetings and make a record of any students who have been absent for two days without reason or for longer periods of absence.
- Monitor the overall attendance of each class in the year group.
- Check the registers at least once a week to ensure all AM and PM marks are there, there are no missing marks and N codes and follow up with class teachers where incorrect.
- Liaise with a member of the leadership team in Line Management Meetings about vulnerable students and meet/contact parents if required.
- To support attendance follow-ups, parental communication and support plans for any student whose attendance falls below 92%.
- Celebrate positive attendance/punctuality in Year group assemblies.

We expect the **Lower School Leadership Team** to:

- Have overall responsibility for the accuracy of attendance data in the School.
- Monitor and review whole year group attendance weekly to identify patterns, opportunities and concerns.
- Oversee the attendance and punctuality follow-ups procedures to ensure effective intervention and action is put in place if an individual's attendance drops below 90%. (see appendix 1)
- Support HOY in the monitoring of attendance data, the follow-up procedures and their intervention meetings with parents, as necessary
- To review absence requests for authorisation (Head of School only).



- Check the registers at least once a week to ensure all AM and PM marks are recorded. There should be no missing marks or unexplained absences recorded (N codes) - and follow up with Tutors/Teachers where incorrect.

Middle/Upper School

We expect the **Middle/Upper School Form Tutors** to:

- Maintain accurate AM registers every morning, taken before 7:50 am.
- To reinforce messages around positive attendance and the importance of punctuality in pastoral time.
- To follow-up on **all** N codes to ensure the register reflects accurate attendance and circumstance.
- Continually monitor Tutor Group for patterns amongst individuals including: unauthorised absences, frequent short absences, (particularly where a pattern emerges; e.g. every Friday) and persistent tardiness.
- Communicate with parents to alert them that their child's attendance has dropped below 98%.
- Use the appropriate coding for absence/attendance of their students.
- Form tutors will follow up with parents on a weekly basis for students who have been recorded as absent without a reason with N codes updated appropriately.
- To support attendance follow ups, support plans will be put in place for any student whose attendance falls below 98%
- Form Tutors will monitor late arrivals to school. Any students arriving after 7.40am (after the National Anthem) will be marked as late (L Code). Students who are late to school on two or more occasions in a week will be expected to attend an after school late reflection period the following Tuesday.

We expect the **Middle/Upper School Teachers** to:

- Teachers will take a register within the first 10 minutes of the lesson
- The session 9 (1:50pm) register will act as the official PM register.
- Notify the Attendance Officer, Head of Year and Head of School immediately by email if a child is absent from a lesson when the register states they are in school.
- If a student arrives late to a lesson, they should be recorded with an L code in the register.
- If a student arrives late to a lesson and they have not been registered in their AM or PM register, they should visit the Attendance Office on the First Floor for their attendance to be updated.

We expect the **Heads of Year** to:

- Monitor and analyse Year Group and Tutor Group attendance weekly and evaluate progress towards KHDA targets of outstanding.
- Celebrate attendance and punctuality in Year Group assemblies through termly certificates
- Ensure positive attendance and punctuality is discussed regularly with parents.
- Identify students who are not attending appropriately and implement early intervention and support to avoid poor habits being established.
- Produce weekly attendance reports which track follow-up intervention taking place.
- Check the registers at least once a week to ensure all AM and PM marks are recorded. There should be no missing marks or unexplained absences recorded (N codes).



- To support attendance follow-ups, parental communication and support plans for any student whose attendance falls below 92%.
- Manage and measure the on-going impact of high attendance and attainment through the use of data to identify high performance and trends in line with data captures.
- Assist tutors with any meetings with parents, as required.
- Maintain positive punctuality within the year group and support the School's sanctions in light of poor punctuality (see appendix 2).

We expect the **Middle/Upper School Leadership Team** to:

- Have overall responsibility for the accuracy of attendance data in the School.
- Monitor and review whole year group attendance weekly to identify patterns, opportunities and concerns.
- Oversee the attendance and punctuality follow-ups procedures to ensure effective intervention and action is put in place if an individual's attendance drops below 90%. (see appendix 1)
- Support HOY in the monitoring of attendance data, the follow-up procedures and their intervention meetings with parents, as necessary
- To review absence requests for authorisation (Head of School only).
- Check the registers at least once a week to ensure all AM and PM marks are recorded. There should be no missing marks or unexplained absences recorded (N codes) - and follow up with Tutors/Teachers where incorrect.

Student Absence Team

We expect the **Student Absence Team** to:

- In the Middle and Upper School, contact parents before 10.00am in the event of unexplained absence
- Sign in all late students on SIMS, changing the N code to an L code.
- Run a register report at 9am and 1:30pm and send to line manager, Reception, Site Manager and principals
- E-mail parents to confirm whether or not an upcoming absence has been authorised alongside a copy of the completed request form.

Other members of staff

We expect that other staff to:

- **MSO** contacts staff to report late buses.
- If a student is to leave the school premises, this must be authorised by the Head of Year or Senior Leader. Once authorised, this permission slip must be handed to reception who record the authorised leave on SIMS as the student leaves.
- **Reception Team** - support students leaving early with permission slips and signing late students in on SIMS.
- **Security** - Will collect early leave slips from parents that have been signed the child's Head of Year. Security informs the attendance officer the child has left the premises. The attendance officer will then update the child's attendance.



Appendix 1 | Attendance Tracking, Monitoring and Follow up

Attendance Phase	Attendance %	Action
Outstanding	98% - 100%	Praise and celebration
Phase 1	94% - 97%	Follow up communication from Class Teacher/Form Tutor
Phase 2	92% - 93%	Follow up communication from Head of Year
Phase 3	Less than 92%	Meeting with Class Teacher/Form Tutor and Head of year to discuss assistance with attendance
Phase 4	Less than 90%	Attendance contract linked to reasons for absence with review date to monitor the progress <i>*Should attendance contracts not be adhered to - Attendance warning letters will be issued, with KHDA approval could lead to non re-enrollment of students.</i>

Where students attendance improves throughout the academic year - this will be celebrated through communication from the Class teacher / Form Tutor and Head of Year.

Review Periods	No. Weeks	Actions
25th Aug - 3rd October	6	1) Daily student absence follow up 2) Weekly attendance reviews, significant concerns raised by the Attendance Officer, Class Teacher/Form Tutor or Head of Year will be followed up with parents.
6th October - 12th December	8	1. Daily student absence follow up 2. Students' percentage attendance is reviewed on a weekly basis and the action points from the attendance phases are applied from WC 6th October. 3. Formal letters to be issued to parents regarding attendance to school
5th January - 18th March	11	
6th April - 3rd July	13	



Appendix 2 | Follow Up for Poor Punctuality

On occasion, instances beyond our control occur which for one reason or another, can cause for us to be late ie. unexpected traffic as a result of an accident or an unforeseen incident. If a student arrives at their classroom late, they will be reminded by their Class Teacher or Form Tutor of the importance of punctuality. Please note - 7.40am marks the start of the school day and students should be seated in their classroom before the National Anthem plays.

*The following consequences and follow up will take place after a two week period at the start of the academic year. During this time - students and parents will be notified if their child is late to school on two or more occasions.

Year groups	Number of Lates per week	Consequence / Follow up
FS1 - Year 6	2 or more	Email to parents
Year 7 - 13	2 or more	Email to parents to inform them of the 3:15 - 4:00 pm - Late reflection period that takes place the following week.