

GLS ATTENDANCE AND PUNCTUALITY POLICY

2026

APPROVED BY:



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ATTENDANCE AND PUNCTUALITY

INTRODUCTION

The GEMS Legacy School attendance policy is designed to promote a supportive and inclusive learning environment, ensuring that all students who have enrolled with us can reach their full potential.

POLICY STATEMENT

At GEMS Legacy School (GLS), we recognize that strong attendance is closely linked to academic success, active participation, and overall educational growth.

Regular attendance and punctuality are essential for students to maximize their learning experiences, preparing them for higher education and future careers. The school is committed to supporting students in maintaining excellent attendance and punctuality as they strive for excellence.

This policy serves as a framework for continuous improvement in attendance and punctuality, directly contributing to student success. It outlines expectations and provides guidance for students, parents, and staff on monitoring and intervention strategies to ensure a consistent approach across the school.

Attendance and punctuality data recorded in Phoenix helps track individual and group performance, enabling timely interventions.

Punctuality and Regularity of attendance is the first step in the discipline of the entire school community. **90% Attendance is mandatory.** While the school can outline and enforce most rules, in the area of students' attendance and regularity, the parents must share responsibility thereby assisting and initiating these values in their children.

PARENTAL AGREEMENT

Collaboration between parents, students, and the school is essential to maintaining and improving high attendance and punctuality rates.

Parents play a key role in ensuring their child's regular attendance and punctuality by:

- Reading, ratifying and implementing the school's policy on attendance and punctuality.
- Promoting their child's attendance and punctuality and abiding by the timings set by the school for the start and the end of the school day
- Understanding that persistent lateness or absenteeism could impact their child's chances of re-enrollment for the next academic year.

LEAVE APPROVAL AND ATTENDANCE RECORD

Attendance is marked online on a daily basis through **Phoenix**

Portal by the class teachers before 8 a.m. Parents need to give prior intimation about their ward's absence to the class teacher or Supervisor and mark leave approval through the Phoenix Parent Portal.

EXPECTATIONS FROM TEACHERS

- Teachers are expected to mark student attendance accurately before 8:00 a.m. each day.
- When the teacher marks the student ABSENT on Phoenix, the parent receives an SMS notifying the same.
- If a student is absent for more than one day without prior notification, the class teacher will email the parent. If there is no response, the teacher will follow up with a courtesy call to inquire about the student's absence. The parent will be advised to submit a leave application through Phoenix for approval.
- Teachers should regularly monitor and identify any emerging patterns of absence among students in their class.
- Teachers must inform the HOD or line manager of any unreported student absence. If a student is absent for two or more consecutive days without prior notification, the absence must be reported to the Safeguarding team via Guard.

EXPECTATIONS FROM STUDENTS

Students are required to be present on all instructional days as outlined in the School Calendar.

EXIT PASS

An Exit Pass is issued to parents when they take their child from school during the school's working hours. This will be considered when the child suddenly falls sick, needs medical help or for other emergencies. In such cases, the parent should visit the school, collect the Exit Pass from the concerned supervisor, and fill in the details of his child's grade, section and the reason for leave.

This slip once signed by the parent, will then be authenticated by the child's class teacher. While leaving the school with their child, the parent will submit this slip to the security guard and punch out through the access.

LATECOMERS LOG

The purpose of this log is to keep track of the students reaching school late after 7.45 a.m. (the scheduled time). Every late comer has to enter his name, grade, section, time in and reason for being late in the register maintained by the front office staff.

Parents of students regularly coming late to school (more than 3 times a month) are contacted by the respective Supervisor for a conference and strategies discussed to correct the irregularity.

ATTENDANCE AND PUNCTUALITY, WITH REFERENCE TO THE PARENT SCHOOL CONTRACT

Students' absenteeism and tardiness affect adversely the school's ability to provide effective educational services, the achievements of consistently absent or late students and disrupt the learning experiences of other students in the school.

In case of repeated tardiness and absenteeism the following applies:

OFFENCE	FREQUENCY	IMPLICATIONS
Tardiness - this refers to being late in coming to school at the start of the school day and to instances of being late to lessons within the school day without a valid reason.	The fifth incident of tardiness in a short period of time such as a month or an academic term.	Written warning to student and notify parents. Tardiness will be noted in the students' progress report.

OFFENCE	FREQUENCY	IMPLICATIONS
<p>Tardiness - this refers to being late in coming to school at the start of the school day and to instances of being late to lessons within the school day without a valid reason.</p>	<p>Up to an additional three (3) instances of tardiness in a short period of time, such as a month.</p>	<p>Parents and student to be called to a meeting with the principal or a designated person by the principal.</p> <p>Parents and student to sign a written pledge not to repeat the offence.</p> <p>Tardiness to be noted in students' progress report.</p>
	<p>Any additional incidents to the above.</p>	<p>At their discretion, schools may decide on one or more of the following:</p> <p>Community hours at the school.</p> <p>Detention during school hours.</p> <p>A written notice announcing refusal to re-enroll the student in the school for the following academic year.</p>
<p>Absenteeism – this refers to frequent or habitual absence from school or from lessons without a valid medical or family related excuse.</p>	<p>Four (4) incidents of absenteeism in a short period of time such as a month or an academic term.</p>	<p>Written warning to student and notify parents.</p> <p>Absent days will be noted in the students' progress report.</p>
	<p>Up to an additional three (3) instances of absenteeism in a short period of time.</p>	<p>Parents and student to be called to a meeting with the principal or a designated person by the principal.</p> <p>Parents and student to sign a written pledge not to repeat the offence.</p> <p>Absent days to be noted in students' progress report.</p>
	<p>Any additional incidents to the above.</p>	<p>At the discretion of the school, decision might include:</p> <p>Community hours at the school.</p> <p>Detention during school hours.</p> <p>A written notice announcing refusal to re-enroll the student in the school for the following Academic year.</p>

These decisions are endorsed by KHDA and consequences resulting from continued tardiness and absenteeism will be upheld by the Authority.

