



**PACE** مدرسة بيس البريطانية ذ.م.م  
**BRITISH SCHOOL L.L.C.**  
**SHARJAH**

# ATTENDANCE POLICY FOR PBS PARENTS AND PUPILS

## ATTENDANCE POLICY FOR PBS PARENTS AND PUPILS

Our children's social and emotional well-being are at the heart of everything that we do. Regular attendance is an essential part of effective schooling. Students need to develop and maintain good habits of regular attendance and punctuality if they are to make the most of their time at our school. Attendance in school and punctuality is essential for successful attainment. To achieve **outstanding attendance**, we expect a record of 98%.

The ERP system is used as a way of recording attendance and punctuality and this is monitored by the pastoral team in alignment with SPEA expectations. Regular tracking of attendance will be shared with teams in order to gain further information regarding a child's absence. Communication with parents will be made by the pastoral team if it is necessary.

### Parents are responsible for:

- ensuring children attend school every day and arrive on time.
- informing form tutors on the first day of an absence if their child is absent.
- providing form tutors with a valid reason for all absences.
- ensuring communication of absence is given promptly.
- ensuring family holidays coincide with scheduled school holidays.
- making appointments outside of school time e.g. dentist / doctor.

### PBS Absence Procedure

|                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Day 1 & 2 of Absence | <ul style="list-style-type: none"> <li>- Parents contact form tutor to inform them of the child's absence, reasoning and expected duration.</li> <li>- A medical report will be requested and should be submitted to the school clinic <a href="mailto:clinic@pacebritish.com">clinic@pacebritish.com</a></li> </ul>                                                                                                                                            |
| Day 3 of Absence     | <ul style="list-style-type: none"> <li>- Pastoral team will contact parents if they are not prior informed of the reasoning or duration of absence.</li> </ul> <p><a href="mailto:headofpastoralcare@pacebritish.com">headofpastoralcare@pacebritish.com</a> (Whole School)</p> <p><a href="mailto:taiba.hussain@pacebritish.com">taiba.hussain@pacebritish.com</a> (Primary)</p> <p><a href="mailto:oz@pacebritish.com">oz@pacebritish.com</a> (Secondary)</p> |
| Prolonged Absence    | <ul style="list-style-type: none"> <li>- Attendance letter sent by the Head of Pastoral.</li> <li>- Termly reports may be withdrawn if a child does not complete 96% or above attendance.</li> <li>- All long-term leave requests have to approved by the principal.</li> </ul>                                                                                                                                                                                 |

Signed:



Last amended: August 2026

Policy Review Date: August 2027