

Attendance & Punctuality

Every School Day Counts

Regular attendance and punctuality are essential to a successful and productive school experience.

At DMES, we expect students to attend school every day and arrive on time, ready to learn. Regular attendance supports academic progress, positive routines, friendships, wellbeing and a student's overall connection to school.

These expectations are not simply a school preference. **As a Dubai private school, DMES is required to monitor and promote student attendance and punctuality in line with KHDA and UAE education requirements.** We therefore work closely with students and families when attendance or punctuality becomes a concern.

Our Expectation

Our aim is for every student to maintain the highest possible level of attendance.

We understand that illness and exceptional circumstances sometimes make absence unavoidable. However, unnecessary absence, repeated lateness and travel during term time can have a significant impact on learning and progress.

Parents are expected to support regular attendance and to arrange holidays, travel and routine appointments outside school hours and official school days wherever possible.

Why Every Day Matters

Missing school means more than missing a lesson. Students can also miss explanations, discussions, practical activities, assessments and opportunities to connect with their teachers and classmates.

Regular attendance helps students to:

- Make consistent academic progress.
- Keep up with learning and assessment.
- Develop responsibility and positive routines.
- Build friendships and a sense of belonging.
- Participate fully in school life.
- Develop habits that support future education and employment.

Punctuality

Being on time is part of good attendance.

Students should arrive at school with enough time to be ready for the start of the school day and should arrive promptly for every lesson.

Repeated lateness affects the student's learning and can disrupt the learning of others. Patterns of lateness will therefore be monitored and followed up with students and parents.

Reporting an Absence

If a student is unable to attend school, parents must notify the school through the approved school communication channel and provide the reason for the absence.

Supporting documentation, including a medical certificate where applicable, may be requested.

All absences are recorded and classified in accordance with school and regulatory requirements.

Holidays & Travel

Parents are strongly encouraged not to arrange family holidays or non-essential travel during term time.

The UAE school calendar provides designated holiday periods throughout the academic year. Additional absence during scheduled school days interrupts learning and may mean students miss important teaching, assessments and activities.

Attendance Concerns

DMES monitors attendance and punctuality throughout the school year.

Where attendance falls or a pattern of absence or lateness develops, the school will work with the student and family to understand the reason and improve attendance.

Depending on the circumstances, this may include:

- Contact with parents.
- A meeting with the student and/or family.
- Requests for supporting documentation.
- An attendance improvement plan.
- Regular monitoring and follow-up.
- Referral to school leadership or the appropriate authority where required.

KHDA & UAE Requirements

Dubai private schools are required to maintain accurate attendance records, promote good attendance and punctuality, and take appropriate action where absence becomes a concern.

Persistent or excessive absence is therefore not only a school matter. Where attendance reaches levels of concern, DMES is required to respond in accordance with applicable KHDA and UAE education regulations.

Serious or continued absence may affect a student's academic progress and promotion and may result in further action in accordance with the regulations in force at the time.

DMES will always follow the applicable KHDA and UAE requirements when determining any action relating to attendance, progression or continued enrolment.

KHDA & UAE Attendance Requirements

DMES follows KHDA and UAE requirements relating to student attendance and punctuality. Schools are required to monitor attendance carefully, maintain accurate records and follow up where a student's attendance becomes a concern.

In accordance with applicable UAE/KHDA attendance regulations, a student who is absent for 20 consecutive school days or 25 non-consecutive school days during an academic year may be subject to further action, which may include implications for promotion, continued enrolment or re-enrolment for the following academic year, in accordance with the regulations and required procedures.

Parents should therefore be aware that persistent or excessive absence is not only a school concern. Regular attendance is an important educational and regulatory requirement, and DMES has a responsibility to follow up and take appropriate action when attendance falls below expected levels.

Working Together

Good attendance works best when school and home work together.

We ask parents to help ensure that students attend every scheduled school day, arrive on time and avoid unnecessary absence during term time.

If there is an ongoing circumstance affecting a student's attendance, we encourage parents to contact the school as early as possible. Understanding the reason allows us to provide the right support.

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