



Horizon English School

DREAM | ASPIRE | ACHIEVE

Principal: Nick Hart

Attendance at Horizon English School

At Horizon English School, we firmly believe that high attendance rates play a crucial role in upholding the quality of education we provide and ensure our students can flourish socially and emotionally, and academically.

By ensuring consistently high attendance, we can maximize the potential of our students and equip them with the necessary skills to excel in their future educational endeavours. Both Horizon English School and the KHDA (Knowledge and Human Development Authority) expect our students to exhibit exemplary attendance and punctuality, aiming for a minimum attendance rate of 98% across an academic year.

To be proactive in our approach, we have established systems and procedures, which are designed to encourage and support students and families in achieving outstanding levels of attendance.

- We recognize that **fostering positive attitudes toward school is paramount**. Thus, Horizon English School strives to create a welcoming, happy, and nurturing environment that caters to the needs of all children, enabling them to flourish and enjoy a rewarding educational experience. We also encourage our parent community to promote attendance positively with their children.
- We **actively promote the importance of attendance within the school community**, providing support for students and families who may require this.
- We have **open and clear communication channels between** Horizon English School and parents to ensure reasons for absence can be communicated and supported in a timely manner, where needed. Students with lower levels of attendance are identified internally on a regular basis to ensure we can communicate this with parents on a frequent basis to address any attendance concerns.

FAQ

What do I do/my child do if we are late for school?

Lessons begin at 7:40am for Year 1-6, and 7:50am for our FS students.

Children (Years 1-6) who arrive from 7:40am onwards will receive a yellow late card. If arriving from the back entrance, children need to 'sign in' on the late sheet; they will then receive a green pass (informing the teacher, the child has been registered) to take into the classroom. If arriving from the front entrance, the children will need to proceed to reception to sign in and obtain their green pass.

Foundation stage children will be given a yellow late card from 7:50am. Parents will need to proceed to reception to sign their child in and then drop their child to the classroom with their green pass.

It is **essential for parents to ensure that their child is signed in** if they are late to ensure our registers are correct. This process is designed to ensure we know your child is on site and to keep them safe in the event of an evacuation. A calm start to the day, arriving on time helps your child settle into the day's routine and sets them up for learning.

What do I need to do to take my child out of school during term time?

At Horizon, we strongly advise against removing children from school during term time. We do understand that there may be exceptional circumstances, where it is unavoidable, such as family bereavement, visa appointments and secondary school visits. In such situations, a **leave of absence form** (available on iSAMS, <https://horizonenglish.parents.isams.cloud/api/interactive/leaverequest/>) **needs to be completed** and should be submitted *at least 24 hours before* the requested leave date. A member of SLT will then review the leave request and inform parents as to whether the leave is authorised or unauthorised.

Where possible, we kindly request non urgent appointments such as dentist, routine vaccinations to be made outside of school hours. Leave of absence requests are not authorised for family holiday.

What should I do if my child is sick?

We understand that children will inevitably have periods of sickness throughout their academic journey with us.

We recommend to all families that if a child has more than 2 days off school, medical advice is taken from a doctor and a medical exemption note is written for school – this should be sent to absence@horizonschooldubai.com to enable us to update our registers accordingly.

We follow DHA guidance and suggest that children do not attend school if they have:

- fever over 37.5
- new unidentified rash
- vomiting, diarrhoea
- heavy nasal discharge
- significant sore throat
- persistent cough that has not been investigated
- red and watery eyes

If you are unsure whether your child should be absent, please bring them into our very own Horizon Clinic. Dr Katherine and her team would be more than happy to see your child in the morning.