

AL MAHA BOYS ACADEMY

ATTENDANCE, ARRIVAL AND DISMISSAL PROCEDURES

Academic Year 2026–2027

SAFE ARRIVAL

ACCURATE ATTENDANCE

SAFE DISMISSAL

PURPOSE

This document replaces the AMAB Attendance, Arrival and Dismissal Procedures 2025 and incorporates the AMAB Students' Dismissal Procedure Plan.

Version	2.0 — supersedes AMAB Attendance, Arrival and Dismissal Procedures 2025 and the Students' Dismissal Procedure Plan 2025–2026
Applies to	All students Nursery to Year 12; all teaching and support staff; contracted security and transport personnel.
Controlling source	Appendix 1: Student Attendance Procedures (25 August 2026)
Review	August 2027, or immediately upon amendment to Appendix 1 or the Child Protection and Safeguarding Policy

POLICY HIERARCHY

Where this document conflicts with Appendix 1: Student Attendance Procedures, Appendix 1 takes precedence and this document is amended.

1. Supervision before the start of the school day

STATEMENT OF RESPONSIBILITY

The Academy's responsibility for the supervision of students begins at 6:15am. Students do not arrive on Academy grounds simultaneously, and supervision is in place from the earliest point at which students are admitted to site.

No arrangements are made for the supervision of students before 6:15am. Gates and doors are not opened to students before this time, and security staff do not admit students to Academy grounds before 6:15am. This is confirmed in writing to the security provider at the start of each academic year.

1.1 Early morning supervision rota

Supervision before the start of the school day is incorporated into the Academy's supervision rota, published by the Heads of School each term, displayed in the staff room and at Main Reception, and held by the Head of Admin and the security supervisor. The completed rota is at Annex A and identifies, for every school day:

- the early duty staff at Main Reception from 6:15am;
- the staff supervising each designated holding area from 6:30am;
- the Senior Leadership Team members on duty at Reception from 6:30am;
- the staff on duty at each corridor entry point from 7:00am until the corridor doors are locked at 7:30am;
- the staff on late-arrival duty at Reception from 7:30am;
- the staff on late collection duty in the Library from 2:30pm.

Cover for absent duty staff is arranged by the relevant Head of School before 6:15am. A duty post is never left unstaffed.

1.2 Students arriving before 6:15am

No student present on or at the boundary of the Academy site is left unsupervised. Where a student arrives before 6:15am, security direct the student to Main Reception and remain with them; the arrival is recorded in the Early Arrival Log; the Admin Supervisor contacts the parent the same morning; and repeated early arrival is referred to the Head of School, who meets the parents. This is a safeguarding control and does not extend the Academy's stated responsibility, which begins at 6:15am.

PARENT COMMUNICATION

Parents are informed that supervision begins at 6:15am and that students must not be dropped off before this time.

The message is issued by parent letter at the start of the year and each term, in the student planner, on the Academy website, by ISSphere notification, and in the admissions induction pack. A printed copy is held at Main Reception. Receipt is recorded by the relevant PA.

2. Arrival procedures

Duty allocations are as published at Annex A.

Time	Arrival / supervision action	Responsibility
6:15–6:30am	• Gates open at 6:15am and students are admitted to site. • Early duty staff on duty at Main Reception, supported by three Security Officers. • Doors to all corridors remain locked. Students remain seated at Main Reception under direct supervision.	Early duty staff (per rota) Receptionist on duty 3 x Security
6:30am	• Doors to departments open. Students proceed to designated holding areas under the early-morning duty rota: • Nursery and Reception — Triangle Area • Years 1 and 2 — Library • Years 3 to 6 — Year group corridors	Duty staff per rota Deputy Heads Assistant Heads (Infants)

Time	Arrival / supervision action	Responsibility
	Years 7 to 12 — Basement	
6:30–7:00am	- SLT deployed at designated duty points; Infant and Junior SLT with the Principal at Main Reception. - Secondary Head and Deputy transition between Second Reception and Main Reception. - Bag and mobile phone checks completed by duty staff.	SLT / SMT Duty staff
6:45am	- Nursery to Year 6 collected from holding areas by Teaching Assistants and escorted to class. - Years 7 to 12 collected from the Basement by Admin Supervisors and escorted to class.	Teaching Assistants Admin Supervisors
7:00am	Registration and Form Time commence. All teaching staff in position.	Homeroom Teachers Form Tutors
7:00–7:30am	- A member of staff is on duty at each corridor entry point for the full period during which the corridors remain open. - Students arriving in this window proceed directly to class; the Lesson 1 teacher changes “L” to present on arrival. - No Late Slip is required before 7:30am.	Corridor duty staff (per rota) Lesson 1 teachers
7:30am	- All interleading doors at Reception and all corridor doors are closed and locked. - Access thereafter only via security or staff access cards. No parent admitted without a prior appointment.	Security Head of Admin Principal
7:30–7:45am	- Late arrivals routed through Main Reception only and issued a Late Slip by duty staff. - Students present the Late Slip to the Admin Supervisor, who records the time of arrival on ISSphere, amends the register and files the slip.	Late duty staff Reception Admin Supervisors
7:45–8:00am	Students arriving after 7:45am are reported to the Head of School for further action before being admitted to class.	Reception Head of School
After 8:00am	- Gates closed. Reception records all arrivals after 8:00am and emails the list to PAs, copying Admin Supervisors and Deputy Heads, by 9:00am. - PAs update ISSphere; Admin Supervisors contact parents to confirm arrival and establish the reason. - Security conduct bag searches for all late arrivals.	Reception / PAs Admin Supervisors Security

3. AM attendance procedures

CONTROLLING REQUIREMENTS

Aligned directly to Appendix 1 (25 August 2026). ISSphere is the sole channel for attendance communication with parents.
Codes: “/” present • “L” late • “N” absent • “M” medical note received and filed. Codes must match the ISSphere configuration, confirmed annually by the MIS Administrator.

Department	Attendance model
Infant and Junior	Attendance is taken at Registration, Lesson 1 and Lesson 4. Only the AM and PM sessions are recorded as formal attendance — attendance is taken twice daily.

Department	Attendance model
Secondary	Teachers take attendance every period. Lesson 1 copies automatically to the AM session and Lesson 4 to the PM session. Any change to Lesson 1 or Lesson 4 is automatically reflected in the corresponding session value.

Time	Required action	Responsibility
7:00–7:10am	- Form Tutors and Homeroom Teachers take the AM register. - Any student not present is marked “L” (late) — not absent at this stage. - Secondary teachers mark registers for all AM periods (L1, L2, L3).	Form Tutors Homeroom Teachers Secondary teachers
7:10–7:30am	- Lesson 1 teachers update registers within the first ten minutes of the lesson. - For students arriving before 7:30am, “L” is changed to present. Teachers complete registers in full. - Admin Supervisors complete a physical head count to verify attendance and update the manual register.	Lesson 1 teachers Admin Supervisors Deputy Heads monitor
7:20am	- ISSphere issues the automated missing-mark report to PAs, Admin Supervisors and Deputy Heads. - Admin Supervisors prompt incomplete registers and reconcile the physical and manual check. PAs edit registers.	MIS Administrator Admin Supervisors PAs / Deputy Heads
7:30am	- ISSphere sends the late notification to parents for every student marked “L”. Class registers close. - Students arriving from 7:30am to 8:00am remain marked “L”. - Heads of School and Deputy Heads may edit attendance beyond this point; Admin Supervisors verify.	Head Office Heads of School Deputy Heads
7:30–8:00am	- Lesson 1 teachers continue to update registers so that absent students are marked “N”. - Any student still marked “L” who has not arrived by 8:00am is changed to “N”.	Lesson 1 teachers Deputy Heads draw the attendance report
7:45–7:50am	- Registers reconciled by Deputy Heads and PAs with the Infant, Junior and Secondary Admin Supervisors. - The ISSphere missing-marks register is issued and the final check completed. Attendance verified.	Deputy Heads / PAs Admin Supervisors MIS Administrator
8:00am	ISSphere sends the absence message to parents for all students marked “N”.	Head Office
8:00–8:30am	- Admin Supervisors call home for every student marked “N” to establish the reason for absence. - Reasons are recorded on ISSphere and in the absence log. Where a call cannot be completed, the reason is logged. - Where a medical note is provided, “N” is changed to “M” and the note is filed. - The MIS Administrator updates ISSphere under the direct supervision of Heads and Deputy Heads.	Admin Supervisors MIS Administrator Heads / Deputy Heads

4. PM attendance and daily verification

Time	PM attendance action	Responsibility
Lesson 4 9:30–11:30am	• Infant and Junior: the Lesson 4 teacher takes the PM register within the first ten minutes of the lesson. • Secondary: teachers take attendance for all PM periods (Lessons 4, 5 and 6). • PM registers are open from 9:30am.	Lesson 4 teachers Secondary teachers
11:15–11:30am	• PAs and Admin Supervisors review for missing marks and apply information received from parents during the morning. • The Reception late-arrival list is used to reconcile late arrivals and authorised departures. • Protected time is allocated to the Secondary PA for the PM check.	PAs Admin Supervisors MIS Administrator
11:30am	• All registers updated to reflect late and absent students. Deputy Heads verify completion and accuracy. • ISSphere sends the final absence message to parents and a system-generated email of all missing and absent marks to designated staff. • The Principal receives the whole-school attendance report.	Deputy Heads MIS Administrator Principal
11:30am–1:00pm	• Admin Supervisors call home to confirm any absence not already accounted for. Registers annotated and corrected. • Every call is logged, including calls unanswered or not completed, with the reason.	Admin Supervisors Head of School / Deputy Head check
11:30am–2:00pm	• All attendance marks updated and completed before dismissal, including authorised early departures.	PAs Admin Supervisors
2:30pm	• PAs send the day's whole-school attendance data to the PA to the Principal.	PAs PA to Principal

4.1 Attendance follow-up responsibilities

Frequency	Responsible	Required follow-up
Daily	Reception / Admin team	No student leaves during the school day without authorisation from the Head of School or Deputy Head. Attendance is updated to reflect authorised early departure.
Daily	Heads and Deputy Heads, Achievement Leaders, Coordinators	Review attendance data and initiate the appropriate follow-up. Lateness to lessons is addressed in line with Academy policy.
Weekly	Year Leaders and Coordinators	Use weekly attendance and punctuality data to arrange weekly detentions. Persistent lateness is escalated in line with policy; persistent offenders meet the responsible member of staff.
Half-termly	Deputy Head	Parents of students whose attendance or punctuality falls below 95% receive a notice letter setting out cumulative authorised and unauthorised absence and the consequences.
Termly / per semester	Head of School	Parents of students whose attendance or punctuality falls below 95% receive a warning letter setting out cumulative authorised and unauthorised absence and the consequences.

5. Dismissal procedures

SAFEGUARDING RULE

All parents, nannies and drivers collecting a student must present the authorised dismissal card. No student is released without the Academy's dismissal verification and sign-out process.

Where a card is missing or forgotten, the student is released only after the PA or a designated senior staff member has verified the collector's identity against the student list and confirmation note. There is no other exception.

Time / stage	Dismissal action	Responsibility
1:00–1:30pm	SLT on duty at designated dismissal points; duty staff manage movement and maintain supervision throughout.	SLT / Duty staff
Normal dismissal	- Parents, nannies and drivers present the dismissal card and, under staff direction, proceed to the relevant collection point or class. - The Dismissal Register is signed before any student is released. - Infant and Junior Homeroom teachers, and Secondary Lesson 6 teachers, release students only after verification. - No student is dismissed without a valid dismissal card or verified authorisation.	Teachers / Duty staff Reception / Security
1:45–2:25pm	Students not collected are gathered by Admin Supervisors with the dismissal registers and supervised in designated areas until collection.	Admin Supervisors
From 2:30pm	- Uncollected students move to the late-duty area (Library) and remain under direct staff supervision. - Late-duty staff ensure every student is signed out on collection.	Late-duty staff
By 3:00pm	- Where a student is still uncollected, staff use the parent contact list to establish the reason for delay and the expected collection time. - The Head of School and Principal are informed. Duty staff remain responsible until the final student is collected. - The Head of Admin ensures a current parent contact list is held at Main Reception and in the Library.	Late-duty staff Head of School Principal

5.1 Dismissal card administration

- Reception prints dismissal identification cards on receipt of the student list from the Registrar.
- Printed cards are handed to the PA together with the student list. The PA signs a confirmation form on receipt.
- The PA receives two copies of the confirmation note: one for the parent and one for the nanny or driver.
- Throughout the year the PA provides Reception with an updated list of newly registered students. Reception prints new cards promptly under the same verification and handover process.
- Cards lost by a department are replaced at 10 QAR per card, charged to the department. Departments maintain accurate records and store cards securely.
- The PA and Reception maintain a record of all cards issued, replaced and updated.

5.2 Collection by car

- Only individuals presenting the authorised dismissal card may collect a student.
- Security verify the dismissal card against the approved list before a student is permitted to leave.
- Nannies and drivers carry the school-issued confirmation note as secondary verification.
- Any suspicious or unauthorised attempt to collect a student is reported immediately to Security and the Principal's office.
- Security monitor the dismissal area to ensure cars park in designated areas, students board the correct vehicles safely, and traffic movement remains orderly and secure.
- Security keep a daily log recording any incident or irregularity during dismissal.

ACCURACY AT DISMISSAL

Dismissal and early-leave records must show who collected the student and when the student left.

Attendance records are updated the same day where an authorised early departure affects subsequent sessions or periods.

6. Early leave procedures**NO EXCEPTIONS TO AUTHORISATION**

Students remain on campus during the school day. A student may not leave without the approval of the Head of School or Deputy Head.

The sign-out and attendance record must be completed at the point of departure.

Type	Procedure	Responsibility
Planned early leave	- The request is made in advance by letter, or by telephone to the Admin Supervisor or departmental PA, giving the collection time and the name of the authorised collector. - An Exit Slip is prepared in advance by the PA and handed to the Admin Supervisor. - On arrival the parent reports to Main Reception. The Receptionist contacts the Admin Supervisor, who escorts the student to Reception and hands over after checking the dismissal card. - The Admin Supervisor records the departure on ISSphere and posts the student's name, class and time to the Admin group. - The parent or nanny signs the Early Dismissal Register; Reception maintains the Early Exit Book. - The Exit Slip is handed to Security before leaving the premises.	Admin Supervisor PA / Reception Security
Medical early leave	- The Nurse calls the parent, prepares an Exit Slip and records a note on ISSphere. - The Nurse informs the Admin Supervisor, who posts the student's name, class and time of dismissal to the Admin group. - On arrival the parent reports to Reception; the Receptionist contacts the Nurse, who hands the student over after verification. - The parent presents the Exit Slip to Security on leaving.	Nurse Admin Supervisor Reception / Security
Unexpected early leave	- The parent or authorised collector reports to Main Reception. - Reception contacts the Admin Supervisor, who seeks authorisation from the Head of School or Deputy Head. - Once approved, an Exit Slip is prepared and the attendance record updated on ISSphere. - The student is escorted to Reception by the Admin Supervisor or a Teaching Assistant; the dismissal card is checked and the Early Leave Register signed. - Security retain the Exit Slip when the student leaves the campus.	Reception Admin Supervisor Head / Deputy Security
Collection by an unnamed adult	- Where a student is to be collected by an adult other than the named dismissal card holder, written authorisation from the parent must be received in advance. - The Admin Supervisor verifies the authorisation and photographic identification is checked at Reception before release. - No student is released on the basis of a telephone call alone.	Admin Supervisor Reception Head / Deputy

EARLY LEAVE CONTROL CHECK — TO BE COMPLETED FOR EVERY EARLY DEPARTURE

- ☐ Authorisation confirmed by the Head of School or Deputy Head before release.
- ☐ Collector identity and dismissal card checked.
- ☐ Student escorted and released through Main Reception.
- ☐ Early Leave Register signed and time of departure recorded.
- ☐ ISSphere attendance record updated.
- ☐ Exit Slip checked and retained by Security.

7. Implementation, oversight and Principal assurance

These procedures are effective only where duty posts are rostered, staff are briefed, and daily checks are completed. All staff are briefed during induction week and again at the start of each term.

NON-NEGOTIABLES

- Registers are completed on time, without exception. No student is marked present unless physically present.
- Physical head counts must match ISSphere and the manual register.
- Reasons for absence are recorded on ISSphere. Medical notes change “N” to “M” and are filed.
- No student leaves the site during the school day without the authorisation of the Head of School or Deputy Head.
- No student is released at dismissal without a valid dismissal card or verified authorisation.
- No duty post is left unstaffed. All parent attendance communication is issued through ISSphere.

Assurance area	Required evidence or action
Before-school supervision	Duty rota at Annex A explicitly covers 6:15am onwards; Reception and Security coverage confirmed; designated areas staffed from 6:30am; corridor entry points staffed 7:00–7:30am. Cover arranged before 6:15am for any absent duty member.
Parent awareness	Parents informed that no supervision is available before 6:15am and that students must not be left on Academy grounds earlier. Receipt recorded by the relevant PA.
Early arrivals	Early Arrival Log maintained at Main Reception; parents contacted the same morning; repeat occurrences referred to the Head of School.
AM attendance	Form Tutor, Homeroom and Lesson 1 responsibilities briefed; the L → present, L → N and N → M sequence is understood and applied to the timings in Section 3.
Attendance communication	ISSphere is the sole channel for attendance notification to parents. No other messaging platform is in use.
Verification	Physical head counts reconcile to ISSphere and the manual register; discrepancies reported to the Head of School the same morning. PAs and Deputy Heads block 7:00–8:00am daily; Secondary PA 11:15–11:35am.
PM attendance	Lesson 4 and Secondary PM responsibilities are clear; the 11:30am verification and whole-school report to the Principal is completed; daily data issued to the PA to the Principal at 2:30pm.
Dismissal and early leave	Card printing, distribution and replacement controls operating; sign-out, late collection, exit slip and Head or Deputy authorisation briefed to Reception, Security, teachers and Admin Supervisors.
Random checks	Heads of School verify with Deputy Heads; the Principal verifies with Heads of School. Both conduct proportionate random accuracy checks.
Record keeping	Duty rotas, Late and Exit Slips, Early Arrival and Early Exit logs, Dismissal Register, absence call logs, security logs and medical notes retained for the year.

Annex A — Early morning and duty supervision rota

Completed and published by the Heads of School at the start of each term; displayed in the staff room and at Main Reception. A copy is held by the Head of Admin and the security supervisor.

Time	Duty post	Students covered	Staff on duty
6:15–6:30am	Main Reception — early arrivals	All early arrivals	
6:15–7:00am	Gate and perimeter	Site access control	3 x Security
6:30–6:45am	Triangle Area	Nursery and Reception	
6:30–6:45am	Library	Years 1 and 2	
6:30–6:45am	Year group corridors	Years 3 to 6	
6:30–6:45am	Basement	Years 7 to 12	
6:30–7:00am	Main Reception — SLT duty	Infant and Junior	
6:30–7:00am	Second and Main Reception	Secondary	
7:00–7:30am	Corridor entry points	All year groups	
7:30–7:45am	Reception — late arrivals	All late arrivals	
1:00–1:30pm	Dismissal duty points	All year groups	
1:45–2:25pm	Designated collection areas	Uncollected students	
From 2:30pm	Library — late collection duty	Uncollected students	

Cover for absent duty staff is arranged by the relevant Head of School before 6:15am. A duty post is never left unstaffed.

Annex B — Staff summary: the school day at a glance

For display in classrooms, the staff room and departmental offices.

Time	What must happen
6:15am	Gates open. Academy supervision begins. No student admitted before this time.
6:30am	Departments open. Students move to designated holding areas with duty staff.
6:45am	Students collected from holding areas and escorted to class.
7:00am	Registration begins. All teachers in class. Staff on duty at every corridor entry point.
7:00–7:10am	AM register taken. Not present = “L”.
7:10–7:30am	Lesson 1 teachers update registers. “L” changed to present on arrival. Head count by Admin Supervisors.
7:20am	Missing-mark report issued. Outstanding registers completed.
7:30am	Registers close. Late notification to parents. Corridor doors locked. Arrivals 7:30–8:00am remain “L”.
7:30–7:45am	Late arrivals through Reception only. Late Slip issued, presented, recorded and filed.
7:45am	Arrivals after 7:45am reported to the Head of School.
7:45–7:50am	Registers reconciled. Missing-marks register issued. Attendance verified.
8:00am	Absence message to parents. Any remaining “L” changed to “N”. Gates closed.
8:00–8:30am	Calls home for every absent student. Reasons recorded. Medical notes change “N” to “M”.
9:30–11:30am	PM register taken in Lesson 4. Secondary take registers L4, L5, L6.
11:15–11:30am	PM registers updated. No missing marks.
11:30am	Final absence message to parents. Whole-school report to the Principal.
11:30am–2:00pm	All marks completed before dismissal.
1:00–1:30pm	Dismissal. Card shown, register signed. No card, no release without verified authorisation.
1:45–2:25pm	Uncollected students supervised in designated areas.
2:30pm	Daily attendance data sent to the PA to the Principal. Late collection duty begins in the Library.
By 3:00pm	Parents called for any student still uncollected. Staff remain until the last student leaves.

Annex C — Attendance codes and who does what

For display alongside Annex B in classrooms, the staff room and departmental offices.

Code	Meaning	Application
/	Present	Student is physically present in the room at the time the register is taken.
L	Late	Student not present when the register is taken. Retained for students arriving between 7:30am and 8:00am.
N	Absent	Applied where a student marked “L” has not arrived by 8:00am. The reason for absence must be established and recorded.
M	Medical note received	Replaces “N” once a medical note is received. The note is filed by the Admin Supervisor.

Codes must correspond exactly to the codes configured in ISSphere. The MIS Administrator confirms the configuration at the start of each academic year and after any system update.

WHO DOES WHAT

Teachers — mark and update lesson registers promptly, every lesson.

Form Tutors and Homeroom Teachers — AM register 7:00–7:10am. Lesson 1 teachers — updates 7:10–8:00am. Lesson 4 teachers — PM register.

Teaching Assistants — escort Nursery to Year 6 from holding areas and to Reception for early leave.

Admin Supervisors — physical head counts, manual registers, Late Slips, calls home, reasons for absence, early leave escorting.

PAs — edit registers, act on missing-mark reports, daily attendance data, dismissal card records.

Deputy Heads — monitor completion and accuracy; half-termly notice letters. Heads of School — verify, authorise early leave, termly warning letters, publish and cover the rota.

MIS Administrator and Head Office — ISSphere configuration, automated reports and notifications.

Registrar — supplies the student list used by Reception to print dismissal cards.

PA to the Principal — receives the daily whole-school attendance data at 2:30pm.

Head of Admin — rota distribution, parent contact lists at Reception and the Library, Early Exit Book.

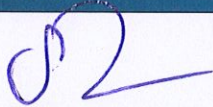
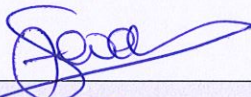
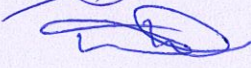
Nurse — medical early leave. Receptionists — Early Arrival Log, late-arrival list, Late Slips, Early Exit Book.

Security — gate times and access control, refusal of entry before 6:15am, bag searches, Exit Slips, dismissal area and daily security log.

Principal confirmation

I confirm that the Academy's Attendance, Arrival and Dismissal Procedures for 2026–2027 have been reviewed against Appendix 1: Student Attendance Procedures (25 August 2026), the Ta'allum Child Protection and Safeguarding Policy, and the Director of Education's instruction regarding supervision from 6:15am.

I confirm that supervision before the start of the school day has been incorporated into the Academy's duty rota, that parents will be formally notified of these arrangements, and that all staff will be briefed accordingly.

Role	Name	Signature and date
Principal, Al Maha Boys Academy	Shuja Uddin	 S UDDIN
Head of School — Infant	Zoe Hawland	
Head of School — Junior	Steven Baker	
Head of School — Secondary	H. Hase	 16/9/26
Designated Safeguarding Lead	S UDDIN	 16/9/26