



ALDENHAM P
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— RIYADH —

Attendance Policy

Version	Date	Name	Summary of Changes
1	March 2025	M. Aston	
2	6 th October 2025	C. Cole, Deputy Head, M.S. Bedford	Review and approval
Approved by: AEG + Headmaster			Date: 6 th October 2025
Review Date: 5 th October 2026			

This is a copy controlled document. If you are unsure of it being the most current version, please refer to the office. If you need any changes to be made please speak to the office or the Policy Manager.

Aldenham Education Group Vision

Aldenham Education Group is a disruptive, owner-operated education organisation committed to redefining excellence in international schooling. Rooted in the 425-year legacy of Aldenham School in the UK, we blend tradition with innovation to create non-franchise schools that are built on substance, not scale.

Our ethos is driven by the Japanese philosophy of *Kaizen* – a relentless pursuit of continuous improvement. We champion a culture of meritocracy, where talent is recognised, effort is rewarded, and every member of our school communities is empowered to grow and thrive.

We believe in delivering high-quality academics alongside a rich co-curricular programme, strong pastoral care, and a deep commitment to wellbeing. Our schools provide a rounded education where every child is known, valued, and nurtured — developing character, confidence, and the skills to succeed in life.

Aldenham Prep Riyadh Mission

At Aldenham Prep School, we provide a happy, nurturing, and warm environment where quality learning takes place, and the needs of each individual child are fulfilled.

Aldenham Prep Riyadh Aims

Our Key Aims

- ✓ *To encourage a love of learning in order to aspire to academic excellence and a broad education for all pupils*
- ✓ *To foster good relationships and partnership between staff, pupils, parents and the wider community*
- ✓ *To ensure that each individual pupil is nurtured, and encouraged to make the most of their own special talents*
- ✓ *To emphasise the importance of the social, moral and spiritual dimensions of community life in a modern society*
- ✓ *To provide a well-planned, well-organised environment giving children rich and stimulating experiences*

Aldenham Prep Riyadh Attendance Policy

Purpose

Aldenham Prep Riyadh is committed to ensuring that all students attend school regularly and punctually. Consistent attendance is essential for academic progress, social development, and safeguarding. This policy sets clear expectations for students, parents, and staff while outlining procedures for reporting absences and managing attendance concerns.

Attendance Expectations

- Students are expected to maintain a minimum **attendance rate of 95%**.
- The school day begins with registration at **7.45am**. Students must arrive **before this time** to be ready for learning.
- Parents are expected to ensure that their children attend school **every day, on time, properly dressed, and prepared for lessons**.

Reporting Absences

- **Daily Absence:** Parents must notify the school **before 8.00am** via phone or email if a student will be absent, providing a valid reason. Please email the class teacher or officemanager@aldenhamprepriyadh.com
- **Extended Absences:** If a student is absent for more than **three consecutive days**, a medical certificate may be required.
- **Pre-Planned Absences:** Requests for leave (e.g., for religious observances, family events, or medical appointments) must be submitted to officemanager@aldenhamprepriyadh.com in advance for the Headmaster to approve.

Authorised and Unauthorised Absences

Authorised absences include:

- ✓ Medical illness (with documentation if required)
- ✓ Religious observances
- ✓ Family emergencies (on a case-by-case basis)
- ✓ Approved school activities (educational visits, sports fixtures)

Unauthorised absences include:

- ✗ Holidays during term time (unless pre-approved in exceptional cases)
- ✗ Persistent lateness without valid reasons
- ✗ Absences without parental notification

Punctuality Procedures

- **Arriving Late:** Students arriving after the official start time must report to the **school office** to receive a late mark.
- **Persistent Lateness:** Three or more instances of lateness in a month will result in parental communication and potential intervention.

Attendance Monitoring & Support

- **Attendance is reviewed weekly** by the school office.
- If a student's attendance falls below **90%**, a formal notification will be sent to parents, and support strategies will be discussed.
- If attendance falls below **85%**, a meeting with a member of the Senior Leadership Team will be scheduled. Persistent low attendance may lead to further intervention.

Consequences for Poor Attendance

Attendance Level	Action
95%+	Expected Attendance
90%	Meeting with parents to discuss concerns
85%	Formal intervention & attendance improvement plan
80%	Serious concerns – potential academic review
Below 75%	Meeting with school leadership – risk of withdrawal from school

Encouraging Good Attendance

To foster a culture of good attendance:

- Certificates and awards will be given for **excellent and improved attendance**.
- Attendance progress will be communicated regularly with parents.
- The school will offer support for students and families facing challenges affecting attendance.