

Absence and Punctuality Policy

The purpose of this policy is to ensure a clear common understanding regarding absence and punctuality. It is necessary to stress the importance of regular attendance and punctuality for children to ensure that they cover all the work of the class and any individual programme of work which has been planned. No subject programmed in school is optional or accidental.

Primary children may arrive in school from 8.25 and go to their Registration classroom or the nearest classroom with a teacher present. Children may not be present in a classroom before the start of the school day without a teacher and school cannot take responsibility for children during this time. Any child delivered before this time must go and wait until 8.25 in the school office. Parents are encouraged not to bring their children to school early if at all possible as school cannot take care of them during this critical morning preparation time.

If a child is later than 8.35 they must report to the school office to receive an absence note and for their presence in school to be registered. The child will be given a late token which should be given to the teacher so that the teacher knows the child has been registered and procedure has been followed. This is an evacuation safety issue and non-compliance with this will be considered a disciplinary matter.

In Secondary School, on days without PE or swimming, the day starts at 8.20 with a morning tutor time lesson and registration, including announcements and news for pupils and lasts till 8.35 each morning, except for years 12 and 13, who have separate registration procedures. Pupils should be on time for 8.20 announcements and if they are not there they are obliged to check what information they have missed. Pupils will be marked late after 8.20. If they arrive after 8.35 they should go to the office for a late token. On days with swimming and PE the pupils should arrive at the gym or swimming pool at the scheduled time.

Years 12 and 13 may have different start times to the day. When arriving at school at any time other than registration, they should report to the school office. This is an evacuation safety issue and non-compliance with this will be considered a disciplinary matter. Pupils over the age of 16 are able to leave the campus during study periods and lunch time. However, as with teachers, they **MUST** go to the school office and sign out of the building when they leave, and sign back in when they return. This is also an evacuation safety issue and non-compliance with this will be considered a disciplinary

matter.

If a child is going to be absent on any day the parents should contact the school office by telephone or email as soon as they are aware of the absence.

School will start contacting parents at 8.45am regarding any absent children in order to identify where they are. This is a security issue as well as a courtesy issue and full cooperation is requested of parents in this matter.

If a child fails to attend more than 50% of timetabled lessons in any given year they will not be promoted to the next year unless they can pass a test from the subject(s) failing to meet the required minimum attendance. All subjects must be either attended or passed, with no exceptions in order for a child to be promoted to the next year.

Unexplained absences will not be tolerated and will be considered a disciplinary matter. Parents must confirm a child's non-attendance in school, up to the age of 18.

The school does not approve of parents removing children for vacation time or optional hobby activities. Sometimes term-time travel cannot be avoided and this is a characteristic of international schools; the school insists this should be kept to an absolutely bare minimum. Poor attendance may lead to poor results for which the school cannot accept responsibility.

Serious hobbies (music/sport and similar) are respected by school and encouraged. Where these demand time off, the school asks that the disruption to school attendance is minimised and all lessons and materials missed are caught up with. Learning the mechanism of success and dedication are to be valued and encouraged, but this is only true if the activities are complementary to, not in place of, school.

Pupils are expected, within the frame of academic honesty and behaviour policies to catch up on material they miss due to absence. Failure to catch up with missing materials and lessons will be considered a disciplinary matter.

Lindsay Davidson, Head of School

Revised May 2020

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