



Policy No.	8.07 School Attendance Policy
Prev Policy No	8.301
Adopted	August 2013
Reviewed	August 2015   August 2016 June 2024

Policy No. 8.07

## School Attendance (and Punctuality) Policy

### MISSION

- Inspiring Minds** – Active and engaging learning with high expectations
- Shaping Values** – A Culture of respect, tolerance and open-mindedness
- Building Futures** – A World Class Education promoting individual excellence

### Policy Statement

All students are expected to meet a minimum attendance requirement of 90% during each academic year. The academic year at ISB runs from mid-August to the end of June/early July.

Students who fail to maintain a 90% attendance record will be referred to the Primary/Secondary Leadership Team (PLT/SLT) and may incur the following consequences:

- Will be required to catch-up on all worked missed, and as a last resort will be asked to repeat the year.
- Advised against taking any external examinations (IGCSE/O level or IB) at the end of the two-year course.

At the discretion of the Secondary/Primary Leadership Team, exceptions might be made in the following circumstances:

- Where the external examination entries have already been submitted to the Examination Board.
- Where a student can provide documented evidence of prolonged illness or other extenuating circumstances which have resulted in unavoidable absences.

### Points to Note:

- Tutors/Class teachers/Pastoral admin to monitor attendance and alert the Heads of Year (HOY) and Deputy/Assistant Head of any extended or continuous absence without reason/communication from home.
- Emails will be sent home to parents.
- If absence continues, then parents are invited in to set targets with the Head of Year (HOY) and member of PLT/SLT, where appropriate.
- If targets are not met, then the student may be asked to leave the school.

### Monitoring and Review

ISB is aware of the need to regularly review our policies to consider new initiatives, changes in curriculum or developments in technology. This policy will be reviewed at least every year.

**Coordinator** : Senior Management Team

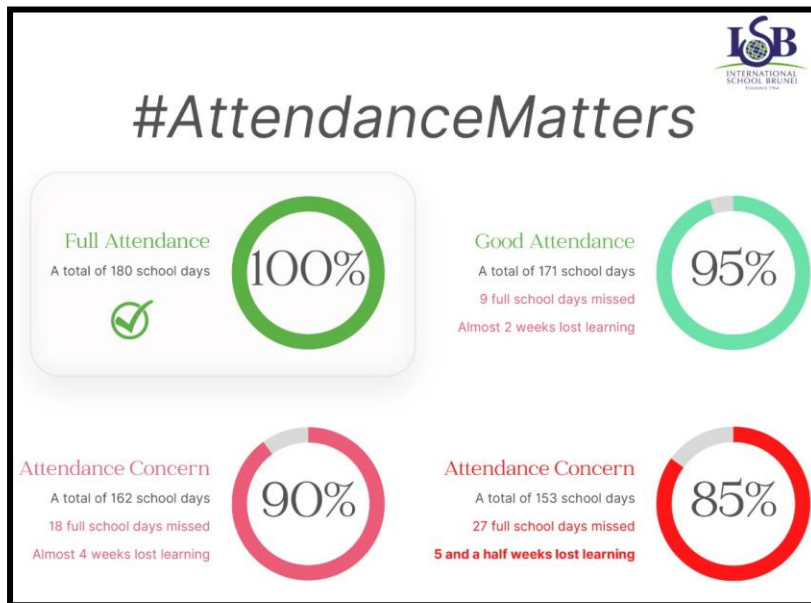
**Date policy agreed** :

**Policy Review Date** :

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### Procedures for promoting attendance and punctuality:

The school will promote high attendance to students and parents in various ways (assemblies, Seesaw messages, website, letters home, social media, etc.) including the use of infographics (see below).



### Centralized tracking in Secondary:

**Pastoral admin** monitors and tracks weekly attendance and punctuality data on a spreadsheet. This spreadsheet is shared with all staff to keep Tutors, HOYs and SLT informed of students flagged.

#### Attendance:

**Parents** use **EduLink – Absence Reporting** to inform Pastoral admin of absence dates and reasons.

**Pastoral admin** updates absence reports on the 'live' daily tracking spreadsheet shared with Secondary staff.

**Pastoral admin** sends EduLink message (warning - below 90%) for absences without valid reason (medical, bereavement, special circumstances, etc) to **students, parents, Tutor, HOYs and record messages on SIMs.**

**Pastoral admin** will flag absence concerns (no contact from parents, no reasons given, etc.) to Tutors and HOY.

**Tutors and HOY** to follow up with flagged students and contact parents. Close monitoring of attendance. Meetings with parents are required to ensure the flagged student's attendance improves.

#### Punctuality:

**Tutors** check spreadsheet and speak to flagged students (2 lates in a week) to enforce expectations. **HOYs** to reinforce expectations and run lunch detentions.

**Pastoral admin** will send EduLink messages to **students, parents, Tutor, HOYs and record these messages on SIMs for:**

- **2 lates in a week:** Message 1 from Tutor to raise concern.
- **2 lates the following week:** Message 2 from HOY about ongoing concern and issue a lunch detention.
- **2 more lates the following week:** Message 3 from HOY to contact/discuss concerns with parents. Any further concerns will be escalated to Deputy Head.



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**Message 1 from Tutor to raise concern.**

Dear Parents and Guardians,

**Re: Persistent lateness - concerns**

Punctuality to **7.15am** registration is a basic expectation for all students to manage their time independently. According to school records, your child has been late on at least two occasions this week. You can view your child's records on **EduLink – Attendance – Statutory Academic Year**. These records are included in School Reports.

When students arrive late, they miss out on important information and learning activities. This can significantly impact on your child's success in school, regardless of academic ability. Your child may also feel awkward arriving late and this is quite disruptive for the entire class, meaning other students' education is compromised. To benefit your child, inculcate good habits and improve their school records, we will monitor your child's punctuality closely. If this problem persists, we will put interventions in place. Please do not hesitate to contact us if there is anything we can do to help improve your child's punctuality or if you have any questions.

Yours sincerely,

**Form Tutor**

**Message 2 from HOY to issue a lunch detention.**

Dear Parents and Guardians,

**Re: Persistent lateness – ongoing concerns**

We are getting quite concerned. According to school records, your child is still persistently late for school and missing out on important learning activities and information. Punctuality to **7.15am** registration is a basic expectation for all students to manage time independently and be ready to learn. To support your child in meeting school expectations and benefit their learning and progress, we are putting interventions in place. Your child will be issued a detention during lunch on **(date) at (time) in (venue)**. Your child must bring their pre-order lunch or home-packed lunch on this date. Thank you for your continued support.

Yours sincerely,

**Head of Year**

**Message 3 from HOY to contact parents regarding ongoing concern.**

Dear Parents and Guardians,

**Re: Persistent lateness – serious ongoing concern**

I am contacting you to discuss ongoing concerns regarding your child's persistent lateness to school which begins at **7.15am**. Despite ongoing efforts with interventions, conversations and communications, your child continues to miss out on important information and learning activities. This lateness can significantly impact on your child's well-being, learning and success in school, regardless of ability.

Furthermore, when a student arrives late, it is quite disruptive for the entire class, meaning other students' education is compromised. I look forward to hearing back from you to discuss this matter in order to benefit your child's learning and well-being.

Yours sincerely,

**Head of Year**