



Southlands

BRITISH
INTERNATIONAL
SCHOOL

Attendance and Punctuality Policy

SEPTEMBER: 2021



ATTENDANCE & PUNCTUALITY POLICY

Aim of the policy:

The attendance & Punctuality Policy exists as part of the school's commitment to monitoring academic performance and student well-being. The policy supports us in upholding our duty of care for students and allows us to maintain records which are free from error.

Aim of monitoring attendance and punctuality:

The close monitoring of attendance and punctuality allows the school to support students to attend school and learn. It ensures we have a full understanding of the reasons for absences/lateness and allows us to mitigate effects on learning through holding positive and constructive conversations with our families.

Circumstances that justify absence:

- Legitimate illness. A medical note is required before being able to return to school if the period of absence lasts for
 - Secondary School students: 3 days (inclusive of weekend)
 - Primary School students: 5 days (inclusive of weekend)
- Unavoidable medical/dental appointments
- Death or serious illness / hospitalisation of a relative
- Approved competitive sporting events
- Directed study leave
- Educational visits
- Other requests will be reviewed and dealt with on a case by case

Notification of absences:

Regardless of the reason, authorized or not, all absences need to be reported to info@southlands.it at the earliest convenience of the family and before 08:30am if absence notification is on the same day. Notifications are also required for early departure from the school site.

Registers:

1. The school day starts at 08:50am and the morning register closes at 08:59am. Any students arriving after this time must report to the front office.
2. Any pupil who arrives after 08:50am will be marked as late (L).
3. Morning registers must be complete and no student attendance left blank. This is a core professional responsibility of all teaching staff.

4. Registers are taken during
 - a. Secondary School students: Morning registration and within the first 5 minutes of every subsequent lesson.
 - b. Primary School students: Morning registration and Afternoon registration straight after lunch.)
5. The academic office will check all registers at 09:30am. A list of all missing registers and marks will be compiled and the Office will follow up by going to the relevant teachers and ensure registers are completed. The academic office is then responsible for contacting any student families where a reason for absence has not yet been provided.

All staff will complete registers in accordance to the protocol as part of their duty of care for students in their supervision.

Lateness:

Lateness in any lesson will be challenged by the class teacher.

Persistent lateness will trigger a phonecall home to see where the school can offer support to the family and student. This call should be recorded in the student's communication history in isams. Where issues with punctuality continue a letter from the Key Stage Coordinator or Deputy Head of Secondary School will be sent to the family requesting an onsite meeting.

Early departure from school site:

Parents/Guardians must notify the front office before 08:30am if the absence is on the same day (where possible). The email/phonecall must give the student's name, departure time, person collecting and reason for the departure. The academic office will update the iSAMS dashboard with details for relevant staff to see.

Students must visit the front office before departing to inform them that they are leaving the site. This ensures that in the case of an evacuation we do not waste time or endanger life searching for a missing student who has left campus.

Illness:

If a student needs to leave early due to illness the School nurse will inform parents and arrange for collection of the student. The front office will be notified by the nurse and the child should be collected from the nurse's room. The iSAMS dashboard is updated by the academic office.

School procedure for dealing with absence:

If a student is absent and the school has received no notification, parents will be contacted immediately by the academic office (before 09:45am) to ensure the safety and well-being of the child.

Good attendance is integral to academic success, where attendance has fallen below a level that enables students to access their external qualification courses (IGCSE and IBDP) the school may recommend that the student resit the academic year as not to disadvantage the child through lower outcomes.

Where there are concerns around attendance, families will be contacted by the school to offer support.

Absences without notification from Parents/Carers:

1. If a student is absent and the school has received no notification, parents will be contacted immediately by the academic office (before 09:45am).
2. On successful contact the academic office will insert the correct code and notify teachers through the iSAMS dashboard accordingly.
3. If contact is not possible through phone call, the academic office will send an email to all contacts in the system.
4. If there is still no response the Principal will be notified to determine next steps, and in alignment with global safeguarding practice this may include contact with the relevant local authorities.

Missing student protocol: for students known to have been on site prior to going missing,

Make an initial check to consider possible School location.

1. Check that there have been no School trips / timetable changes at that time which may have taken the student out of School or to a different area.
2. Check the Nurses office.
3. In the case of IBDP students, ask another student to contact them on their mobile phone. In younger students, speak to close friends to ascertain if there has been any kind of incident or issue that may have affected the missing person, also to try to find out if they know their whereabouts.
4. Contact Maintenance, who will initiate a search of the campus (including toilets etc).
5. If the student is not located, contact the Principal, Vice Principal, School Manager and Head of section.
6. After ensuring that the pupil is not on campus or involved in an off-site School activity a member of the Executive Team will phone the parents/carers and explain the situation. This conversation will be reassuring and outline the steps already taken. Questions may be asked of the parents/carers to seek support in locating the student.
7. A clear and detailed timeline of events should always be recorded. The school will do all that it can in liaising with external agencies if necessary to support a search and rescue operation.
8. Once a pupil has been located, appropriate follow-up action should be considered, including pastoral support, medical help or disciplinary action.