



Mougins
BRITISH
INTERNATIONAL
SCHOOL
—
CÔTE D'AZUR

Attendance Policy & Procedures 2023

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1. Purpose

The purpose and rationale of this policy is to ensure that all members of our community have both clear and usable definitions and processes related to the important matter of student attendance. It sets out legal requirements and institutional expectations with regard to our approach to ensuring that students are present in school.

Regular and punctual attendance at school is crucial, students need to be in school and on time for the maximum number of days and hours possible if they are to take full advantage of the educational opportunities available to them. Children who are persistently late or absent will fall behind with their learning and it will have a significant impact on their academic , personal and social development.

Through this policy, we aim to:

- Ensure that all students realise their potential, unhindered by unnecessary absence or lateness.
- Proactively, consistently & effectively monitor student attendance and make effective interventions when necessary.
- Set out high expectations of uninterrupted attendance and punctuality at every stage of a child's education, from Early Years to the Form 12 & 13.
- Equip students with the life skills needed to take responsibility for their good attendance and punctuality, appropriate to their age and development
- Fostering a positive and welcoming atmosphere in which students feel safe, secure and valued, where they can be confident of support should they experience difficulties at home or at school which prevent good attendance.
- Maintain effective means of communication between parents/guardians, students and staff.
- Link attendance closely to our safeguarding procedures and the use of MyConcern if attendance is a consistent problem with a student.
- Meet all legal obligations for a private international school operating in France

2. Legal Obligations

French law requires all schools to maintain high standards of attendance records and to ensure that all students are regularly attending school. The school is required to report to and link with French social services in the following cases:

- When the school has a justifiable concern regarding student attendance
- When a student misses more than 4 half days of school without reasonable justification from the parents or guardians

3. Defining absence concerns

The school will track attendance through isams and conduct regular checks. This will be led by the Deputy Head for Pastoral & Wellbeing

The school would regard the following examples (not exhaustive) as reasons for concern that would require follow up with parents and possible intervention:

- If a student's overall attendance falls below 90%
- If a student has an absence with no communication from parents / guardians
- If clear patterns of absence become apparent (example: a student is absent every Friday)
- If a student has a medical absence of more than three consecutive days without a medical certificate
- If a student has more than 4 half days absence within a 4 week period without communication from parents / guardians.
- If the school has reasonable grounds to believe that a child's absence is a threat to their wellbeing or academic development
- Any other significant safeguarding concern.

Should the school be concerned about the attendance of students it will take the following actions before reporting the issue to social services

- Take all measures to double check and ensure that attendance records are accurate
- Make all reasonable attempts to meet with parents
- Inform the parents of the concern both verbally and in writing

4. Definitions of Absence

<u>Present (/)</u>	If a student is in class they will be marked in the registers as present.
<u>Authorised (A)</u>	<p>An absence is classified as 'Authorised' when a student has been away from school for a legitimate reason and the school has received notification from a parent/guardian. It can only be authorised by the Heads of Secondary / Primary or the Deputy Head of Pastoral and wellbeing. For example:</p> <ul style="list-style-type: none">● A student has to attend an important event (funeral, wedding etc) and has requested permission at least 24 hours in advance of the event.● A student is undergoing an absence for reasons that are deemed to have educational value and the absence has been requested at least 24 hours in advance of the absence.● Reasonable emergency reasons that are communicated in advance, during or immediately after the absence. This remains at the discretion of the Head of Primary, Head of Secondary or Head of School.● Unavoidable bureaucratic responsibilities related to an international setting that are communicated in advance, during or immediately after the absence.
<u>Medical (M)</u>	<p>An absence is classified as 'Medical' under the following conditions:</p> <ul style="list-style-type: none">● A parent has informed the school via phone or email that their child cannot attend school due to medical reasons. This is valid up to a maximum of 3 consecutive days of absence. If a student is absent for longer than 3 days for medical reasons the school will ask for a medical certificate to justify the absence.● A medical absence can be marked in the register by the class teacher, a form tutor, a member of the administration team or school leadership as long as the above conditions are met.● Class registers may also be marked medical if a student has been sent home by the school health coordinator.
<u>School Event / Trip (T)</u>	An absence is classified as a "School Event" when a student is not on the school grounds due to a sporting / creative / community / academic event or a residential trip. These events will not negatively impact a students attendance statistics

<u>Unauthorised (U)</u>	<p>An absence is classified as “Unauthorised” under the following conditions:</p> <ul style="list-style-type: none"> ● No reason has been provided for a students absence ● A reason has been provided but it does not meet the required criteria for an authorised or where no medical reasons has been provided. ● Medical absences of longer than 3 days that are not supported by a medical certificate
<u>Online Learning (Z)</u>	<p>A register will be marked as “online learning” under the following conditions:</p> <ul style="list-style-type: none"> ● School closure resulting in students participating in class via ZOOM and Google Classroom. ● In extreme circumstances when permission has been granted by the Head of Primary, Head of Secondary, Deputy Heads or Head of School for a student to join classes remotely (when and if this is available) <p>Online Learning will not negatively impact a students attendance statistics</p>
<u>Late (L)</u>	<p>An register will be marked as “late” under the following conditions:</p> <ul style="list-style-type: none"> ● A student arrives after 8.40 in primary school ● A student arrives after 8.30 in secondary school ● In the secondary class registers if a student is not in class at or close to the scheduled start time (as reasonably determined by the subject teacher). Lesson registers will be taken within the first 10 minutes of every lesson.

5. Attendance Procedures

	Action required
Arrival at school	Primary must be in school by 8.35 am Secondary students must be in school by 8.25 am
Registers	<u>Primary registers will be taken:</u> <ul style="list-style-type: none">• At 8.40 am and directly after lunch by the class teacher or subject specialist• At 3pm at the beginning of the THRIVE enrichment period by the activity leader <u>Secondary registers will be taken:</u> <ul style="list-style-type: none">• At 8.30 am by the Form Tutor• Within the first 10 minutes each secondary lesson by the subject teacher• At 3pm at the beginning of the THRIVE enrichment period by the activity leader
Students arriving late to school	Students arriving late to school must report directly to the school office where they will be registered on the school system by a member of the admin team. Only then can they go to their classroom / lesson. Parents should provide an explanation for the late arrival. Students arriving in lessons without signing in at the main office should be asked to return to office and do so immediately. Parents/guardians should inform Reception via email or telephone 04 93 90 15 47 as soon as possible (and before 09:00) if their child will be late.

<p>Students leaving school early</p>	<p>Students should not be leaving school during the day and we ask all families to take all reasonable actions to avoid making appointments during school hours. However, we understand that sometimes this is not possible. We will accept the following reasons (not exhaustive) for an early departure:</p> <ul style="list-style-type: none"> ● A student becomes ill at school as decided by the health coordinator ● A student has social emotional challenges that require them to be collected (as decided by the Head of Primary / Secondary or the Deputy Head for Wellbeing & Pastoral. ● A family emergency ● A pre-agreed appointment or event <p>Parents should inform the school if their child needs to leave the school early. A student will not be given permission to leave the campus without written parental authorisation.</p> <ul style="list-style-type: none"> ● Primary parents should inform the class teacher. ● Secondary parents should inform the form tutor and / or the school office <p>Class /form teachers must ensure the front office is aware of the early pick up or permission to leave and students must then sign out at the front office with a member of the admin team before leaving the site.</p> <ul style="list-style-type: none"> ● Administration staff will ensure that the early departure is logged in isams ● A parent signature or written communication is required for students to be allowed to leave the campus.
<p>Students who show as unauthorised in the class or tutor group register.</p>	<p>Our system should automatically send an email communication to the parents of any child who is marked as unauthorised absence.</p>

Students who show as unauthorised in a specialist subject class register.

Teachers and administrative staff will be able to view student attendance in real time using isams and should make all reasonable efforts to immediately check if a concern arises. Examples can include but are not limited to:

- A student who is not present in a lesson but has been marked present earlier in the day
- A student who has been marked as absent earlier in the day but is present in a lesson or afternoon session
- Administrative staff can update registers in real time for students leaving for a medical reasons, appointments or pre-organised reasons etc

6. Roles and Responsibilities

Head of School

The Head of School has overall responsibility for school attendance and the authority to decide whether absences are authorised or unauthorised. The Deputy Head of Pastoral Care and Well-being will provide support to the Principal by reviewing school attendance figures and targets on both a weekly and a monthly basis, ensuring it is placed as an agenda item in scheduled discussions.

Head of Primary/Secondary/Deputy Head of Pastoral Care and Well-Being

The Heads of Primary/Secondary are responsible for the monitoring of student attendance within their section and have the authority to decide whether absences are authorised or unauthorised. They are responsible for the tracking of specific students about whom attendance concerns have been raised - and for the identification of trends in authorised or unauthorised absence. They will be supported in this by The Deputy Head of Pastoral Care and Well-being.

The Head of Primary/Secondary/ Deputy Head of Pastoral Care and Well-Being will facilitate and lead discussions with parents/guardians where concerns are raised about absence, liaise with other professionals if necessary, and provide reports and background information to the Head of School if concerns are on-going or if required for discussions with Orbital Education.

Teaching Staff

Teaching staff routinely monitor the attendance and punctuality of students. Each Class Teacher/ Form Tutor has the responsibility for ensuring an accurate record of daily attendance, and must complete the register in iSAMS at 09:00. Class Teachers/Form Tutors should follow up on absences with requests for explanation, which should be noted in iSAMS within 24 hours and are responsible for keeping an overview of class and individual attendance - looking particularly for trends such as high levels of absence, patterns of absence and/or unusual explanations for absence offered by students or their parents/guardians. They should inform the relevant Head of Primary/Secondary or The Deputy Head of Pastoral Care and Well-Being and provide background information where there are concerns and initiate meetings with parents/guardians to discuss attendance issues. They will then lead the follow-up actions and monitoring once these have been agreed to correct attendance concerns. All teaching staff should model good practice in terms of their own attendance and punctuality and should emphasise to the students the importance of good attendance and promptness.

Administrative Staff

Reception staff are responsible for recording communication from parents/guardians about lateness or absence, imputing this data into iSAMS and informing the Class Teacher/ Form Tutor, and for contacting parents/guardians of absent children where no contact has been made. Reception staff register into iSAMS as "Late" the students who arrive after 08:40, and ensure the sign out book is signed & isams updated for all students leaving the site during the school day.

Students

Each student has a duty to ensure that he/she attends school punctually and regularly. The number of days absent or late are shown on the student's report. Students are expected to be in school before 08:30, so as to be on-time for registration/Assembly. Students arriving after 08:40 are recorded on iSAMS as "Late" at Reception. Following an absence from school, students should give their Class Teacher/Form Tutor a written note from a parent/guardian explaining the absence. It is the student's responsibility to catch up on work missed due to absence as quickly as possible. Teachers may be consulted regarding work for the student to 'keep up' whilst away, but students and parents may not assume that staff will be able to give additional time to cover the work they have missed upon their return. To keep tutors informed of any planned absences.

4.6 Parents/Guardians

Parents/guardians have a legal duty to ensure their child of compulsory school age receives full-time education suitable to his/her age, ability and aptitude and are expected to support the school's Attendance Policy. They have a duty to ensure that their child attends school regularly and punctually unless prevented from doing so by illness or attendance at a medical appointment. It is the responsibility of parents/guardians to ensure that their child is

punctual, i.e. arrives at school before 08:30, and to inform the school by telephone **04 93 90 15 47** or email information@mougins-school.com as soon as possible (and before 09:00) if their child will be late or absent. They should also inform the school in advance of any planned appointments or other absence during school time. Parents/guardians whose child appears reluctant to attend school should discuss the matter promptly with their child's Class Teacher/Form Tutor or the relevant Head of Primary/Secondary or The Deputy Head of Pastoral Care and Well-Being to ensure that both they and the student receive maximum support so that problems can be quickly identified and dealt with. **Parents should not book Family holidays during term time and support the school in applying high attendance standards.**