



RUGBY SCHOOL THAILAND



ATTENDANCE POLICY

THE WHOLE PERSON THE WHOLE POINT

The health, safety and well-being of young people are of paramount importance to all the adults who work at Rugby School Thailand. Children have the right to protection, regardless of age, gender, race, culture, sexual orientation, or disability. They have a right to be safe in our School. Members of staff in the School have a legal and moral obligation to safeguard and promote the welfare of the students, taking all reasonable steps to protect them from harm whether from physical injury, abuse, neglect, emotional harm or from anything that interferes with their general development.

Version Control

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Responsible: Deputy Heads Pastoral	Reviewed by: Education Committee	Date last reviewed: September 2023
Approved by Sub-Committee: Education Committee	Approval Date: November 2023	Date of next review: July 2024

This policy relates to:	All policies and their annual reviews
Responsible Department(s):	
Other standards:	
Legislation or other requirements:	

Review process

Policy review frequency: Annually	Responsibility for review: Deputy Heads Pastoral
Review process: <ol style="list-style-type: none"> I. conduct policy review. II. Modification will be made where appropriate. III. Submit for review and approval by the Governors' Education sub-committee. 	
Documentation and communication: Document decision changes will be written in as addition and approved via SLT. There will be an update on the Version Number of the Document.	

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1. PRINCIPLES

- 1.1. Students are expected to attend School every day. Absence, whatever its cause, is detrimental to any student's academic, social, and emotional development. Children with poor attendance tend to achieve less in School, with a cumulative effect. Regular or persistent absence can also indicate a student welfare issue.
- 1.2. Parents have a duty to ensure their children attend School. Parents should only allow their child to miss School if they are too ill to attend or they have advance permission from the appropriate member/s of staff. A student should only be absent if the reason is deemed to be authorised and 'unavoidable'.
- 1.3. Every half day absence from School will be classified by the School, not the parents, as either authorised or unauthorised. Hence information about the cause of each absence is always required.
- 1.4. Authorised absences are morning or afternoon sessions away from School for a good reason, for illness or other unavoidable cause.
- 1.5. Unauthorised absences are those which the School does not consider reasonable and for which no 'permission for leave' has been given. This includes keeping a child away for 'trivial' reasons, truancy, absences or late arrivals which have never been properly explained. Where communication does not specify a reason for absence, further investigation may be necessary.
- 1.6. On very rare occasions when a student needs encouragement to attend School regularly, any problems are best resolved between the School, parents, and the student. If the attendance of a student becomes a significant issue, parents will be notified and invited into School to discuss. If absences continue to persist, a student's place at Rugby School Thailand could be placed in jeopardy.

2. PROCEDURES

- 2.1. Rugby School Thailand applies the following procedures in deciding how to deal with individual absences:

Illness or Other Legitimate Absence

- 2.2. On the first day of absence, parents should contact the appropriate staff at RST, preferably by email, to make us aware of their child's absence:
 - In Pre-Prep – Secretary or the Form Teacher.
 - In Prep – Secretary or the Tutor.
 - In Senior – Tutor or Head of Year.
- 2.3. If no contact is made the School will telephone the parents/carers and will request confirmation of the absence. Confirmation will be required for each day of absence, preferably by email. Absence cannot be authorised without this procedure.
- 2.4. If a student is absent from School for reasons other than ill health, this must be discussed

with the School on each separate occasion. Leave may be granted in an emergency (e.g. bereavement) or for medical appointments which are necessary in School time, provided a prior explanation is received.

Medical and other appointments

- 2.5. These should be made in the holidays and out of School hours where possible to minimise the impact on lessons and School events and activities.

Holidays

- 2.6. Holiday leave in term time will not be granted unless circumstances are exceptional. The School keeps a record of such absence requests and parents will be invited to attend a meeting if requests for absence are repeatedly made during term time. Requests for leave in exceptional circumstances should be addressed to the Heads or Deputy Heads of each School section.

Lateness

- 2.7. Students must attend registration on time to be marked as present; all times are clearly stated in the Parent Handbook for each section of the School. Parents are expected to ensure that their child is present at registration. Arriving late without good reason is counted as a late arrival and this is noted on our School management system. Frequent lateness will result in the parents being informed. Persistent lateness will trigger remedial proceedings beginning with a parent meeting conducted by the Deputy Head.

3. PUBLICATION OF ATTENDANCE INFORMATION

- 3.1. Poor attendance usually has a detrimental impact on attainment. Students with attendance below 90% are at a significant risk of underachieving academically and socially. A child's attendance may be discussed at a student-parent-teacher meeting if there is cause for concern.
- 3.2. The School will act promptly to work with parents to try to prevent absence from reaching such levels. We have a clear policy to deal with absence:

For all years above EYFS:

- Approaching 95%- discussion with Tutor and support and advice provided to help student and parents improve attendance;
- Below 95%- parents contacted by Deputy Head and discussions held with student;
- Below 90%- parents will be asked to attend an absence meeting with the Deputy Head;
- Continued poor attendance – the child may lose their place at Rugby School Thailand. The School recognises that some students may experience mitigating circumstances which can affect their ability to attend School and will prioritise the student's welfare in the decision-making process.

Registration Codes for Rugby School Thailand

Status	Choose Yes/No	Code
Student present	Yes	Optional presence (line goes green)
Student doing remote learning	Yes	From drop down menu choose @remote learning
Student late (no reason provided)	No	N - no reason yet provided (line is red)
Student arrives late	No	U - late, after registers closed (line is red)
Student at notified medical appointment	No	M - medical dental appt.
Unauthorised absence	No	K - noted but not authorised
Educational visit or trip	No	V - educational visit or trip
Family holiday (not agreed)	No	G - family holiday not agreed
Approved Sporting Activity	No	P – Approved Sporting Activity
Interview	No	J - Interview
Family holiday (agreed)	No	H – Family Holiday (agreed)

EYFS

Children in the Pre-Nursery and Nursery can attend on a part time basis. The children are registered as full or part time on ISAMS at the start of each half term/term. If they are half day then they are registered as “Q Half day Pupil”. Regular attendance is strongly encouraged to help with routines and settling in.

Regular or inconsistent absences will be followed up by the Head of Pre-Prep.