

St. Andrews International School Samakee

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School Attendance Policy

Policy and Practice Statement

Promoting good attendance is a priority for St. Andrews Samakee and this policy aims to promote and ensure high levels of attendance and punctuality at our school. We recognize that poor attendance seriously affects children’s achievement. Our curriculum offers continuity and progression in children’s learning and any absence from school adversely affects the child’s ability to participate and benefit from our learning programme. Absenteeism by some children is also disruptive for the progress of others.

Our Aim is to ensure:

- All children achieve maximum possible attendance
- Children are punctual to school daily
- Any problems that impede attendance & punctuality are identified early and improvement measures put in place

Roles & Responsibilities

- Our Home School Agreement makes clear what is expected of teachers, parents and children so that all our children will be able to play and work hard and be happy, safe and successful at school.
- Class teachers and tutors will monitor attendance and punctuality on a daily basis using ISAMs and contact parents for any concerns
- The Headteacher, in liaison with the PA to the Headteacher and Phase Leaders, will monitor attendance and punctuality monthly and raise any concerns with class teachers/tutors
- Teachers are requested to track children’s attendance and punctuality records on Google Drive.
- The office will provide termly attendance and punctuality statistics for each year group for monitoring purposes and school reports.
- A daily Student Absence Record is kept by the office and shared with teachers. If parents have not notified the school, a phone call is made to find out why a child is absent.
- The Management will direct any further cause of action to ensure targets are met.

Attendance and Punctuality

At school we address attendance and punctuality issues in the following ways:

- The class teacher or subject teacher ensures an accurate register is taken every morning and every afternoon.
- We ask parent/carers to make sure that their child arrives at school on time (not left unsupervised in the school garden before or after school) and is collected at the agreed

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time by an adult known to their child and school (Half day children 12:00 & full day children at 14:30).

- We ask parents/carers to contact the school office if they are going to be late collecting their child from school. The Office Manager informs the appropriate staff and the child stays in the holding room with the teaching staff until 4 pm. At 4 pm all late children are brought to the office to wait.
- We ask parents/carers to contact the school and the class teacher via email or telephone (office only) on the first day of absence.
- Office staff make contact with parents by telephone, e-mail or in-person on the first day of a child's absence as appropriate.
- We talk with the children about our concerns and school strategies to support and promote attendance.
- We meet with parents/carers or others involved in the child's care to discuss attendance and punctuality issues and other factors that may be affecting attendance and work towards developing and implementing a plan to support attendance.

School registers:

The register is a legal document that must be kept accurately and marked daily. Registers are completed twice a day Monday – Friday. Guidance on completing the register is as follows:

- / Present AM
- \ Present PM
- H Half-Day Enroll
- P Part-time
- U Late (after registration closed)
- N No Reason Yet Provided for absence
- I Illness
- V Educational Visit or Trip
- # School closed to pupils
- M Medical / Dental Appointments
- F Family Holiday

Other information:

- Legally registers are kept for a minimum of 3 years from the last date of entry.
- The class teacher or another member of staff, who is informed of the registration procedure, may complete the registration.
- Registers must be taken twice daily. A register must be taken at the start of the school day and again in the afternoon.
- Children should be marked as either present or absent. Blank spaces should not be left in the register.

Key Stages 1-3

From Year 1, all children are expected to attain attendance levels of 95% or more. A child whose attendance falls below 90% is cause for concern. The School will send a letter home informing the parents of the school's concern.

If this situation is not resolved, a meeting will be held between the parents and the Head Teacher. Targets will be set and the child's attendance closely monitored on a daily basis.

Extended unauthorized absences may result in a child being unable to reach the required levels of attainment and may indicate that the child is unable to progress to the next class at the end of the academic year.

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School Trips:

At St. Andrews, we believe that every child should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances. Each key stage unit provides a wide range of experiences for children outside the classroom, throughout their education at Samakee.

Children who do not participate in school trips will be marked as absent. Children without parental consent to take part in such activities will be expected to attend school as normal and will be given schoolwork by the class teacher.

Please note that school trips will **not** be delayed due to tardiness and children who fail to arrive at the appointed time, indicated on the school trip form and reminder, will be expected to stay at school as normal and will miss the trip. No refunds will be made in this situation.