




Attendance and Early Leave Policy

Adopted: August 2014

Revised/Amended: August 2015, August 2016

Next review: August 2017

CEO/Board		 Principal	
 Head of Primary School	 Deputy Head of Secondary School		Other relevant staff

Distribution List:

- CEO/ Board
- Principal
- Section Heads
- Academic Staff
- Parents

Attendance and Early Leave Procedures
Primary and Secondary School

School Vision, Mission and Core Values

Our Vision

Providing world-class education

Our Mission

To empower students with a holistic, rigorous and international education for success in an ever changing world

Core Values

Achievement | Collaboration | Integrity | Respect | Responsibility

Unexcused absence (Absent - A)

- Unexcused Absence is when there has been no communication from a parent about an absence or if the absence is for two or more days and a doctor's note has not been received.
- Teachers must keep hardcopy of all registers with accurate daily information.

Attendance Tracking System Procedures –

- ❖ Homeroom Teachers (Primary School) and Form Tutors (Secondary School) to take attendance on prodigy by 8:10am (accurate hardcopy kept for records)
- ❖ Secondary School to take attendance on Prodigy for every period.

Lates -

- ❖ Children late to school (after gates are locked at 8:10am) should enter the school via the main entrance. Parents need to register at the reception desk and children will receive a late slip to be admitted to the classroom.
- ❖ Teachers only accept students into the class if they have a late slip, if they do not have a late slip students are to be sent to reception.
- ❖ Late students (after 8:10am) are noted on the late register at reception by reception staff.
- ❖ Secretaries update directly onto prodigy for those students attending late to school (after 8:10am).
- ❖ If students are late 3 times or more in one term a parent call is made by Deputy Head of Primary to urge punctuality.

Absences -

- ❖ Secretaries to send email to SMT of the absent students for the day. SMT follow up with teachers, it is the teacher's responsibility to update prodigy and change these absences to present if necessary.
- ❖ If a student is absent 3 days in a row the teacher is requested to contact the parents as a courtesy to check on the child's health.
- ❖ If a bus student is absent teachers are to cross-check from email sent by secretaries.
- ❖ All absences to be marked on prodigy. **If the reason is known this must be changed to 'L' as it is leave, or if not possible to change on prodigy the information is to be sent to secretaries.**

Bus Absences –

- ❖ All bus absences to be recorded on attendance sheet by bus assistant – 'PC' = Parent confirmed absence, 'NC' = Not confirmed absence
- ❖ In the case of 'NC', assistant will have attempted to call parents but no reply. Sandra sends 'NC' list to relevant teachers to confirm or call parents.
- ❖ Secretaries inform teachers of 'NC' students for them to cross check with attendance

Early leavers

1. Security checks ID / signature / purpose and gives form to parent
2. Form handed to reception, **parents stay at reception**
3. Reception phones the library assistant
4. Library assistant picks up the early dismissal form from reception, goes to concerned teacher for signature and returns with the child to handover to parents at the reception.
5. Parent deposit signed forms with security before the student is allowed to leave school premises.
6. Forms must be signed by Management Team as well as teacher. For KG – KG Coordinator, for Primary School – Head of Primary or Deputy Head of Primary, for Secondary – Principal. If the appointed member of SMT is not available another member of SMT can sign.

Students phoning home

- ❖ All phone calls should be authorized by concerned staff member with a note in the student's diary.
- ❖ Any illness calls to be made at the clinic after approval from nurse and concerned teacher.



RAFFLES

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- ❖ All other calls made from library with an authorization note from teacher in diary.

Policy Review

This policy is to be reviewed annually, though; any deficiencies or weaknesses in Attendance Policy and Early Leavers arrangements will be remedied without delay.