

مدرسة اوريكس العالمية



## Student Attendance Policy

<b>Reviewed by SLT:</b>	December 2021
<b>Next Review:</b>	December 2022
<b>Owner:</b>	Executive Principal

### Purpose of Document

The purpose of this document is to set out clearly what we do through the use of a whole school approach to promote regular attendance. An Attendance Policy is one that requires commitment from all staff employed within Oryx International School, together with the Board, parents, students and other stakeholders.

### Philosophy

Oryx International School is committed to providing a full and efficient educational experience to all students. It is an undisputed fact that poor attendance is one of the main factors in underachievement and therefore punctuality and good attendance is crucial to success. As a school, we will organise and do all we can to ensure maximum attendance for all students. Any problems that impede punctuality and regular attendance will be identified and addressed as speedily as possible.

It is the policy of Oryx International School to celebrate achievement. Attendance is a critical factor to a productive and successful school career. Oryx International School will actively promote and encourage 100 per cent attendance for all our students. We will give high priority to conveying to parents and students the importance of regular and punctual attendance. We recognise that parents have a vital role to play and there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance.

If there are problems, which affect a student's attendance, we will investigate, identify and strive to resolve those problems as quickly and efficiently as possible in partnership with parents and students. We will adopt a clearly focused approach aimed at returning the student to full attendance at all times.

As a high achieving school, poor attendance, which is sustained over a period of time, will be a serious concern and ultimately could give rise to the student losing their place at school.

### **Procedure for persistent absence - students**

Attendance figures will be shown on all student reports, transcripts and references. Absence lists are generated by iSAMS every day.

Attendance reports with individual student data and cohort data is readily available on the iSAMS system and is monitored regularly by the Executive Principal.

- The Executive Principal will identify students with less than 90% attendance in a half term. This information will be passed onto the Group.
- Parents will also be contacted and made aware of the situation.
- If a student's attendance falls below 90% for a second half term, parents will be invited into school for an interview with the KS Leader and this will be recorded on ISAMS
- If a student's attendance falls below 90% for a third half term, parents will be invited for an interview with the Head of Primary/Secondary. A written warning letter will be issued.
- If a student's attendance falls below 90% for a fourth half term, parents will be invited for an interview with the Executive Principal to discuss the student's continued place at school on the grounds of non-attendance and possible lack of academic or social development.
- Students who fall below 90% attendance within any term may not be permitted to attend school trips or visits.

### **Role of the Parent:**

1. Ensure that their child arrives punctually at school
2. Commit to supporting their child achieve 100% attendance
3. Request from the Executive Principal any planned absence in advance
4. Where possible avoid taking family holidays during term time that will result in their child missing valuable schooling
5. Provide a signed note explaining any absence

### **Role of the Teacher:**

1. Complete an electronic register by 07:40 each morning

2. Follow up any student absence by collecting signed notes from parents and inform Reception to change the attendance code
3. Challenge any students who are late and follow the procedure for late arrivals in accordance with the information laid out in both the student organiser and the staff handbook
4. Monitor attendance figures on a weekly basis and identify any students who are regularly missing school or patterns noticed
5. Promote and recognise positive attendance figures through assemblies and class time

#### **Role of the Administration Staff \* (see Addendum 1)**

1. Contact parents of any student who raises suspicion over their absence.
2. Pass on any continued unexplained absences until a resolution has been forthcoming.
3. Enter onto system any attendance data that has been manually undertaken.

#### **Sign in & out procedure - students**

Students must be signed in and out of school at Reception if they are arriving or leaving during the school day. Parents/Guardians **MUST** accompany their child to Reception in order to sign out. During COVID restrictions, a staff member will accompany a primary aged child to **Security Gate 2**, secondary pupils may make their way to **Security Gate 2** unaccompanied where they will be signed out by their parents. Students are not allowed to leave the school premises without an adult. **Students must sign in at Reception if they arrive after 07:30**

Parents must email Reception in advance to receive authorisation from the Executive Principle if they wish to make a request for absence from a normal school working day. In most cases this will be authorised, but parents will be advised if their child's attendance is a concern. Parents have the right to make the ultimate decision on this matter.

**\* Addendum 1**

**Procedures for office staff following up daily absenteeism.**

1. 07.45: Update iSams register with late students and enter how many minutes late they were.
2. Monitor parent emails as they come in and update the register to change student status if confirmed to be ill etc.
3. 07.50: Print the Fire Register from iSAMS and keep a printed copy in the Fire Register folder at Reception. The Fire Register is printed twice daily, by 08:00 and 12:20 once all the FS1 Early leavers have left school. During COVID School hours, the fire register is printed only once a day at 08:00 and FS1 have the option to leave early at 11:45 FS1 teachers hold the early leavers list for Fire register purposes.
4. 08.00: SMS all parents of students with an N code (No reason provided for absence) – parents must supply a written reason why their child is not in school to update status.
5. Call any remaining parents of children with an N code to confirm the reason for absence to enable completion of the registers.
6. 09.00: Run absence register from iSAMS and email to Executive Principal.

**CODES CURRENTLY IN USE**

<b>Code</b>	<b>Name</b>
<b>N</b>	No reason yet provided for absence
<b>O</b>	Unauthorized absence
<b>I</b>	Illness
<b>M</b>	Medical / Dental appointments
<b>C</b>	Other authorized circumstances
<b>F</b>	Family reasons (Authorised)
<b>B</b>	Educated off-site