

# Attendance and Punctuality Policy

## 1. Rationale

Consistently high levels of attendance and excellent punctuality are vital elements of the ethos of Kelem International School. We believe that there is a clear link between good attendance and punctuality, progress and achievement.

## 2. Practices and Procedures

The Principals have overall responsibility for attendance at Kelem.

Attendance registers are taken electronically on ClassReach at the beginning of the day by the homeroom or class teachers. Attendance registers will also be taken for all after-school activities and off-site activities. The Dean of Students (DoS) has overall responsibility for monitoring the accuracy of the registers.

The DoS will check that registers are completed by teachers at the start of the day.

The DoS and Principals are responsible for the analysis of data; identifying patterns and trends of absence. They are also responsible for making decisions about appropriate interventions for students whose attendance or punctuality is causing concern.

Attendance and punctuality data will be reported on each student's school report.

## 3. Expectations

The following are the expectations of Kelem International School (KIS);

### 3.1 Students from Prep to Grade 8 should:

- arrive at their homeroom lesson by 8.00am every morning to register with their teacher. It is expected that they should be in school no later than 7.55am to allow time to get to class.
- arrive punctually and attend every lesson on time during the school day. Students who arrive after 8:15am must visit the Dean of Students office before going to class. The Dean of Students will write their name and reason of lateness and amend the register.
- make up the time and catch up the missed work in their own time as directed by the teacher.

### 3.2 Students in KG3 - 5 should:

- arrive at their homeroom lesson by 9.00am every morning to register with their teacher. It is expected that they should be in school no later than 8.55am to allow time to get to class.
- arrive punctually and attend every lesson on time during the school day. Students who arrive after 9:15am must visit the Dean of Students office before going to class. The Dean of Students will write their name and reason of lateness and amend the register.

### **3.3 Parents should:**

- promote and encourage their child to attend school regularly and punctually.
- inform the Dean of Students of any absence by 8am in the morning on the first day of absence
- provide an explanation of any student absence.
- In the case of a planned absence the parents must request permission from the Dean of Students at least 5 days in advance.
- provide up to date contact details for the school.

### **3.4 Teachers should:**

- arrive at school before 7:30am in the morning.
- inform the HR and their Team Leader before 7:00am if they are unable to come to work.
- ensure that they arrive punctually for lessons and register students.
- Homeroom teachers will take the register using ClassReach at the start of the day ensure that students arriving to class after 8.15am have been to see the Dean of Students.
- Check any questionable absence with the Dean of Students, for example if a student was present in the morning but not in the afternoon session.
- challenge students moving around school during lesson time.
- encourage students to get to their next lesson during change-over times and at the end of break times.
- Alert the Dean of Students if they are concerned about the attendance or punctuality of individual students in their classes.

### **3.5 The Dean of Students will:**

- Follow up any questionable absences.
- Monitor attendance and punctuality
- React and communicate with Principals and Guidance Counsellor quickly where a pattern of lateness or non-attendance is emerging.
- Communicate to tutors/teachers if planned absence has been requested.

- Phone, e-mail or text parents on the first day of absence where no explanation has been given.

### **3.6 The Principals will;**

- support all students and their families for whom attendance and/or punctuality is causing concern, through established procedures.
- encourage the prompt start of the school day and encourage students to make their way to their first lesson.
- encourage students to get to their next lesson during change-over times and at the end of break times.
- provide up-to-date information in the family handbook to explain the attendance and punctuality procedures.
- Review attendance and punctuality information together with the Dean of Students and School Counsellor on a regular basis and identify where intervention is required.

## **4. Absence explanation**

### **ClassReach Attendance Codes**

**P**= Present

**E**= Excused Absence (Parents have informed the school)

**UE**= UnExcused Absence (No reason given from parents)

**T**= Tardy

### **Excused Absences include;**

- Illness (Students may be required to present Doctor visit certificate)
- emergency medical or dental treatment (where appointments cannot be made outside the school day)
- religious observation
- participation in a school approved educational activity
- Exclusion/Suspension
- Family responsibility
- Visa, passport or other administrative meetings
- Other unavoidable circumstances

### **Unexcused Absence**

- This is when parents fail to inform the school about their child/ren's absence.

## **5. Long-term absence due to medical reasons**

Where there are medical reasons for a student failing to attend school for a long period of time

(exceeding 15 days of convalescence), the school has a duty to provide some educational support. Medical evidence stating that a student is unfit to attend school must be supplied to the Dean of Students to enable support to be given. For short periods of illness, the school may provide work.

## **6. Long term absence for other reasons**

Parents should inform the Dean of Students if a student is going to be absent for a period of time and provide the reason for this at least before two weeks. Educational support during the period of absence should be discussed between the parent, Dean of Students and Principals so that work can be provided if necessary.

## **7. Illness during the school day**

Students who are unwell and unable to attend classes will be sent home following notification to parents by the school nurse. If a parent/ carer is unavailable during the day, the student will be monitored in school until the end of the school day and the nurse will inform the Dean of Students.

Where a student is hurt and must attend hospital as an emergency patient, parents/ carers or a nominated adult must either accompany the child to the hospital or arrange to meet at the hospital as a matter of urgency. A member of the school staff will accompany students to the hospital when there is an emergency and a parent/ carer is unavailable immediately.