



Attendance Policy

Purpose

The purpose of this policy is to ensure that all students, parents, and teachers are aware of the times and procedures relating to school attendance.

Overview

The school week runs Monday to Friday, with the day starting at 8.30am for all students across the school, and finishing at 4.00pm Monday-Thursday, and 3.00pm on Friday. Absences from lessons should only occur for medical reasons or a family emergency, or when the school has been given prior notice in writing with good cause. All other absences will be entered into the register as an unauthorized absence.

School Schedule

Primary School				Secondary School	
	Registration	Classes end	Clubs	Registration	Classes end
Monday	8.30am	3.00pm	3.00-4.00pm (Optional)	8.30am	3.50pm
Tuesday					
Wednesday					
Thursday					
Friday					3.00pm

Students are allowed in the school grounds from 8.00am onward, when there is a teacher on duty on the playground. **Attendance in the 8.30am morning line up and morning registration is compulsory for all students.**

AM and PM Registration – Primary School

In the Primary School registration time is between 8.30-9.00am and 12.35-12.40pm.

AM and PM Registration – Secondary School

In the Secondary School registration time will take place from 8.30 -8:40am and in the first lesson after lunch at 1.45pm. All students are expected to be in lessons at the start of the lesson in time for lesson registration.

In both the Primary and Secondary Schools, students not present at the registration time are marked absent in the register. Primary School Paper Copy Registers must be in the office before 9.00am. The Office email staff the daily absence sheet and put a copy of the list in the staff room. The Office also keeps a record of these sheets.

Arriving to School Late

Students who arrive late after the 8:30am line up and morning registration will be recorded in the registers as a late with an 'L', or 'O' if they do not arrive at all.

Primary students who arrive after morning registration (8:40am) are required to go to the office to sign in, where they will be issued with a late slip. This slip should be given to the class



teacher on arrival at their lesson; acceptance into the lesson is conditional on this. The main entrance door will be locked from 8.30am onward, requiring staff to admit students arriving late.

Y7-11 Secondary students who arrive after morning registration (8:40am) are required to go to the office to sign in, where they will be issued with a late slip. This slip should be given to the class teacher on arrival at their lesson; acceptance into the lesson is conditional on this. The main entrance door will be locked from 8.30am onward, requiring staff to admit students arriving late.

Y12-13 CODECS students who arrive after morning registration (8:40am) are required to go to the CODECS office to sign in, where they will be issued with a late slip. This slip should be given to the class teacher on arrival at their lesson; acceptance into the lesson is conditional on this. The CODECS Office will send out an email at 10.30 informing all staff which students are absent.

Regular Lateness

If students are regularly late (typically three days in a week), parents will be contacted to discuss a solution or subsequent action.

Schoolbase Attendance Tracking and Automatic Notifications

The attendance registry is available to parents online via their Schoolbase login. Login details will be sent to parents at the start of each school year. Schoolbase is designed to automatically send an email to parents to notify them when this child is absent during morning or afternoon registration.

An email will also be sent automatically to parents whenever a student is absent from a lesson in the Secondary School.

Parents are able to login to Schoolbase at any time to see the % of attendance for the Term and for the School Year. Whenever attendance drops below 85%, an email will be sent home automatically to parents. **Please be aware that students with attendance below 85% may not be automatically entered into exams for IGCSE and A Level.**

Absence from School

If students are absent from school, they **must** bring a letter written by their parents, a note in their diaries signed by a parent, or parents must place a phone call to the Office to explain the reason for the period of absence.

Two consecutive unexplained absences will be followed up by the Office with a phone call home.

In the Sixth Form, any unexplained absence will be followed up by a phone call from the CODECS office on a daily basis.

Ongoing absence problems will result in a meeting with parents to address the issue and to discuss a solution.

If parents wish for their child to be absent from school for a period of time, then they must ask



the school for permission, either the Head of the School or the Executive Director.

The class teacher or the Form Tutor has the responsibility of keeping a track of the daily register of attendance. Any concerns should be shared with the Head of Primary/Secondary before talking to parents. It is important that parents should be kept informed as to their children's attendance and punctuality.

Secondary Study Periods

Students in the Sixth have study periods in their timetable. They are required to use these study periods effectively to review material covered in lessons, to complete homework set, and to do additional reading. There is a Year 12 Study Room and a separate Year 13 Study room, with a study desk available for every student. A timetable will be placed on the wall at the end of Week 1 and study periods will be monitored by staff. Any student absent from a study period will receive a lunchtime detention, with parents informed. Repeated absence the study room will result in suspension and be followed by a parent meeting.

Students who have a good study record in Term 1 will be offered the chance to arrive at school for their first lesson in Term 2, and to leave school after their last lesson, if they wish, with their parent's written consent.

School Egress

At the end of the day in the Primary School it is the responsibility of the class teacher or the teacher in charge of an afternoon activity to ensure the children go with one of the designated Recipients. The school has a record of those authorised to collect Primary School children and children must never be allowed to go without anyone without prior written authority. Parents and other Recipients may gather on the playground in preparation for meeting their children and may then enter the school after the students have left the building if they wish to see a teacher.

Private cars are not allowed on the school grounds during school hours. School buses are permitted to enter the camps at selected times to drop off and pick up students. Special care should be taken by staff (teaching and ancillary) on duty to ensure that students are kept away from school buses.

In the Secondary School the students who are not travelling on school buses or are not collected by parents must have permission from parents to leave school by themselves. There must be a list with the name of these students in the office and available for the teachers on duty.

Attendance Policy for External Exams

The Attendance Policy for sitting formal examinations in IBSB is in place in order to highlight the importance of attendance to all lessons and the link between this and success in exams.

A successful pass achieved in any Cambridge or Edexcel exam is closely related to maintaining a very good attendance record in the lessons. Success in exams also requires hard work in class and at home, but attendance to all lessons is the first step in the right direction. In the Secondary School all subject teachers are required to complete daily lesson registration on



SchoolBase.

If a student has attendance **BELOW 85%** without good cause (health or serious family problems) then that student will not be eligible to sit the exam. **The entry for any CIE or Edexcel exam at IGCSE, Advanced Subsidiary, or Advanced Level is conditional on the student maintaining a minimum 85% attendance record in the respective subject. Parents will be informed whenever a student drops below this level.**

Any teacher with concerns about low attendance will inform the SLT prior to the exam entries. The SLT will analyse the overall academic performance and progress of the respective student before the final decision regarding the exam entry is made.

Waiting List and Late Entry

Students with poor attendance (below 85%) and a poor academic record (low scores in internal assessment) will not be entered for external exams in the first stage of exam entries, being February of every academic year. In such cases, parents will be informed by letter, stating the reasons why the respective student will not be entered, with a solution offered by the school. The student will be placed on a waiting list and if by the final deadline of entries (April of every academic year) the student proves 100% attendance and improvement of academic performance, which could lead to real opportunity of passing the exam, the student will be entered paying the relevant late entry fee. Parents will be informed of the fact that late entry applies.

Attendance on Educational Visits

At IBSB we strongly believe that in addition to academic performance, students benefit from a holistic education intended to help them become good citizens able to succeed in life after school. For this reason we encourage all our students to participate in extracurricular activities. However, academic performance must take priority, and **where school attendance is below 85% and/or academic performance is poor or below expectations, the school reserves the right not to allow students to attend Educational Visits.**

This policy will be made available to parents on the school website, but will also be sent by email at the beginning of the year, as it is considered to be very important information for parents and students.

Related policies

PS/SS Curriculum Policy
Secondary School Examination Policy
WS Health and Safety
WS Child Safeguarding Policy
WS Missing or Lost Student Policy
WS Educational Visit Policy

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