



## 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, although we expect students in the secondary school to arrive for morning line up at 8:25am, 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.

### Normal 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	4.00pm
Tuesday					
Wednesday					
Thursday					
Friday					3.00pm

### Staggered School Schedule (pandemic measures)

Morning Staggered Start		Primary Clubs (optional)	Afternoon Staggered Egress (Mon – Thurs)		Afternoon Egress (Fri)
EY-Y3	8:45-8:55	15:00 – 16:00  For clubs  EY-Y6 leave at 15:00 if no clubs	EY-Y3	16:00-16:10	14:50 – 15:00
Y4-6	8:35-8:45		Y4-6	16:00-16:10	14:50-15:00
Y7-9	8:15-8:25		Y7-9	16:10	15:00
Y10-11	8:25-8:35		Y10-11	16:10	15:00
Y12-13	8:15-8:30		Y12-13		

Students are allowed in the school grounds from 8.00am onward, when there is a teacher on duty on the playground. **Attendance in the 8.25am morning line up and morning registration is compulsory for all students. In times of a pandemic, students will transition directly from the front gate, after they have completed triage, following the designated path, to their form class for morning registration without morning lineup.** Student uniform will be checked by form tutors during class registration. Students arriving before 08.15 will be required to socially distance in the playground until entry to the main buildings is permitted at 08.15.

### AM and PM Registration – Primary School

In the Primary School registration time is between 8.30-9.00am and 12:50-13:00.

### AM and PM Registration – Secondary School



In the Secondary School registration time will take place from 8.30 - 8:40am – PM registration will happen at the beginning of period 5, made by the relevant subject teachers. All students are expected to be in lessons at the start of the lesson in time for lesson registration, whether in school face to face or online.

In both the Primary and Secondary Schools, students not present at morning registration will be 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.

## Online Registration

Students who are learning online from home will be registered with the symbol 'B'.

## Arriving to School Late

Students who arrive late after the 8:30am line up (there will be no line up during a pandemic as children will go directly to class) and morning registration will be recorded in the registers as a late with an 'L', or 'N' if they do not arrive at all.

**Primary students** who arrive after morning registration are required to sign in at the reception desk before passing through the turnstiles to go to class.

**Y7-11 Secondary students** who arrive after morning registration (8:40am) are required to sign in at the reception desk.

**Y12-13 6<sup>th</sup> form students** who arrive after morning registration (8:40am) are required to go to the Sixth Form Office administration building on the Sixth Form Campus to sign the late arrival sheet. The College Office will send out an email at 10.30 informing all staff which students are present, online, or absent for with the reason stated.

## 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

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.

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** email or phone the Office or form teacher 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 College 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 Primary or Secondary or 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.

Students absent from school on an **educational visit** will not be marked as absent, the school will use **code V** in the register.

**Students absent from school due to quarantine (CODE B)**, will not be marked as absent. These students are expected to attend online lessons.

## Student Reports

Attendance data will appear in reports and should be discussed at Parent-Teacher meetings.

## School Closure – Refer to 'School Closure Policy'

Where a student is absent from school due to school closure, they will not be marked as absent.

## Secondary Study Periods

Students in the sixth form 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 rooms, 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 will be allowed to leave at 15.00 if their last lesson is free (Monday-Thursday) and at lunchtime on Friday (if last lesson is free). In order for this to be allowed, parents must have signed the online form which is shared at the start of the academic year.

## School Egress

At the end of the day in the Primary School it is the responsibility of the class teachers 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 are required to wait for their children in the Parents Waiting Area (or outside the main school gates during times of pandemic when entry into the school is strictly prohibited). Parents wishing to speak with a



class teacher are recommended to contact the teacher directly by email to make an appointment.

In the Secondary School, the students who are not travelling on school buses or are not collected by parents leave through the gate by the sports hall.

School buses are permitted to enter the campus at selected times to drop off and pick up students in the designated area only. Special care should be taken by staff (teaching and ancillary) on duty to ensure that students are kept away from school buses.

## 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
- WS School Closure Policy

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