



Pupil 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.

Aims

We are committed to meeting our obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every registered pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

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 (with a medical certificate provided as evidence) or a family emergency, or when the school has been given prior notice in writing with authorized cause. All other absences will be entered into the register as an unauthorized absence.

The Head of Primary/Secondary

The Head of Primary/Secondary is responsible for:

- Implementation of this policy at the school
- Monitors attendance data across the school and at an individual pupil level
- Supporting staff with monitoring the attendance of individual pupils
- Reporting persistent concerns about attendance in SLT meetings
- Arranging calls and meetings with parents through the office to discuss attendance issues
- Issuing fixed-penalty notices, where necessary

Form tutors/Class teachers

Form tutors/Class teachers are responsible for recording attendance on a daily basis using the school MIS, using the correct codes.

Normal School Schedule

Primary School				Secondary School	
	Registration	Classes end	Clubs	Registration	Classes end
Monday	8.30am	3.00pm	3.00-4.00pm <i>(Optional)</i>	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		

Morning Arrival

Students are allowed in the school grounds from 08.00am 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.**

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.

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 for Secondary students. Primary students will be permitted into the Primary building at 08:30.

AM and PM Registration – Primary School

In the Primary School registration time is between **08.30-9.00am** and **12:50-13:00**. Students will be entered with a diagonal line to indicate they are present.

AM and PM Registration – Secondary School

In the Secondary School registration time will take place from **08.30 -8:45am** and at the end of the final lesson before egress. Students will be entered with a diagonal line to indicate they are present.

Student uniform will be checked by form tutors during class registration.

Online Registration

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

Lesson Registration

Students are expected to be in lessons at the start of each lesson in time for lesson registration, whether in school face-to-face or online.

Arriving 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 'O' if they do not arrive at all.

Late sign-in

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 **are** required to sign in at the reception desk, 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.

Y12-13 Sixth Form Students are required to sign in at the Sixth Form Office on the Sixth Form Campus at the time of arrival. The Sixth Form 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.

Absence from School

It is a legal requirement for children in Romania to attend school until the age of 16.

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 are completed by the School Receptionist after 09:00 each day. The Office email staff the daily absence sheet.

Unplanned absence

For any unplanned absence, the pupil's parent/carer must notify the school by email (office@ibsb.ro) on the first day of an unplanned absence by 08.00am or as soon as practically possible to confirm the absence and the reason for the period of absence (It is recommended that an email is also sent to the Form Tutor directly).

The students absent at the time of registration will be marked as an unauthorized absence using the letter 'O' in the school register.

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 Sixth Form College Office on a daily basis.

The class teacher or the Form Tutor has the responsibility of keeping a track of the daily register of attendance. Any concerns relating to attendance 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.

Authorised absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

If parents wish for their child to be absent from school for a period of time, they must inform the school prior to the period of absence informing the school of the reason for the period of absence and the period of time, seeking permission from the Head of Primary or Secondary, or Executive Director.

Students absent from school on an **educational visit** will not be marked as absent, the school will use



code V in the register.

For all medical related absences, a medical certificate must be sent to the office.

Ongoing absence problems will result in a meeting with parents to address the issue and to discuss a solution. Where an agreeable solution cannot be found, and poor attendance persists, the school retains the right to not register said student for the next academic year, informing parents in writing of this decision.

During a Pandemic

During a pandemic parents will be informed whether students are expected to attend face to face lessons. Where government guidelines restrict in-school learning, provision for online learning will be provided.

Provision for online learning will also be provided for specific students required to self-isolate during any period of face to face learning provision, as a result of being confirmed positive for a given virus, for the entire period of quarantine.

Students absent from school due to class closure or school closure, during a period of quarantine (CODE B), will not be marked as absent.

Returning to School following 3 days Absence

Students absent for 3 days (which includes any combination of Thursday/Friday/Saturday/Sunday, Friday/Saturday/Sunday/Monday, or Saturday/Sunday/Monday/Tuesday) **will be required to present an AVIZ** confirming good medical health before returning to school.

Kinderpedia Attendance Tracking

The attendance registry is available to parents online via their Kinderpedia login. Login details will be sent to parents at the start of each school year.

Parents are able to login to Kinderpedia 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.**

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 School Study Periods

Students in the sixth form have study periods included within 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. Students are expected to study in their correct study room. IN the rare situation that all places in the study room are occupied, students may use the alternative study rooms available, an empty class



located on the sixth form campus, or the common area.

A timetable will be placed on the wall in each study room and at the entrance to the main sixth form building at the end of Week 1 and study periods will be monitored by staff.

Any student absent from a study period without informing the sixth form office, or without good cause, will receive a lunchtime detention, with parents informed. Repeated absence from the study room will result in suspension, followed by a parent meeting.

Students who have a good study record in Term 1 & 2a may be offered the chance to arrive at school for their first lesson in Term 3, and to leave school after at the end of period 5, if they wish, with their parent's written consent.

School Egress

At the end of the school day in the Primary School, it is the responsibility of the class teacher 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 with 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 Kinderpedia.

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 a 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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