Oryx International School

STUDENT ATTENDANCE POLICY

Policy Name	Student Attendance Policy
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Policy Owner	Executive Principal

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Policy Purpose

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 Student Absence

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 school expects an attendance of at least 95% from all students.
- The Executive Principal will identify students with less than 93% attendance in a half term. This information will be passed onto the Group.
- Parents of students falling below 90% should receive the attendance letters which escalate in three stages.
- 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 Vice 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.
- If a student's attendance falls below 60% the school can report this to the MoEHE and this may result in the student not progressing to the next school year

Role of the Parent/Guardian

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.

Student Sign In/Out Procedure

- 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.

- Students are not allowed to leave the school premises without an adult.
- **Students must sign in at Reception if they arrive after 07:15**
- Parents must email Reception in advance to receive authorisation from the Executive Principal if they wish to make a request for absence from a normal school working day. Absence requests will be evaluated on a case by case basis and granted or not by the Executive Principal. Parents have the right to make the ultimate decision on this matter.
- The school Reception undertakes weekly reporting regarding Late Students
- It is the responsibility of the School Senior Leadership Team (SLT) and Phase and Key Stage Leads to follow up by email or call with the relevant parents.
- SLT / Phase / Key Stage Leads will take record of these late students and the school keep track each month for intervention where necessary.
- Parents requesting an "Early Pick-Up" for their child, must inform the school Reception and Class/Form Tutor in writing with no less than 2 hours' notice, before the expected departure. Early Pick-Ups should be for valid reasons, such as a medical appointment.

FS1 Student Early Pick-Up

- FS1 Students, unlike other Year Groups, can opt for an Early Pick-Up in Term 1 of the academic year
- Early Pick-Ups are at 11.45am
- The school bus service does also run at this time and covers an 11.45am pickup as well as the standard 14.00 school finish
- Early Pick-Ups should be arranged with the class teacher and where a child is taking the bus, it is the responsibility of the parent to inform the bus company
- Children leaving at 11.45am are signed out via the Main Reception Entrance
- Parents collecting their child should do so via Gate 2

Review and Evaluation

The Executive Principal is the custodian of this policy and will review on an annual basis. In addition, the Head of Marketing and Admissions and School Receptionist will also review this policy to ensure accuracy and adherence.

Recommendations will be presented to the Executive Principal and Head of Operations for final approval.

Addendum 1

Procedures for office staff following up daily absenteeism.

- 07.45: Update iSams register with late students and enter how many minutes late they were.
- Monitor parent emails as they come in and update the register to change student status if confirmed to be ill etc.
- 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.
- 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.
- Call any remaining parents of children with an N code to confirm the reason for absence to enable completion of the registers.
- 09.00: Run absence register from iSAMS and email to Executive Principal.

Absence Codes Currently in Use:

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