



# Student Attendance Policy

<b>Approval date</b>	September 2022	<b>Review Date</b>	September 2024
<b>Review Cycle</b>	Every 2 years		
<b>Scope</b>	<b>Whole school</b>		●
	<b>Secondary school</b>		●
	<b>Primary school</b>		●
	<b>EYFS</b>		●
<b>Ownership</b>	Ms. Nicola Monaghan	<b>Approved by</b>	CP and SLT

Part of





# Straits International School, Rawang

## Table of Contents

1. Objectives
2. Types of Absences
3. Dealing with absences/lateness



## Objectives

This policy aims to outline our school's expectations and procedures regarding your child's attendance. At SIS, we expect all students to attend school every day as long as they are fit and healthy enough to do so. Having a strong attendance record is incredibly important for the following reasons:

- High levels of attendance have a huge positive impact on your child's learning and academic achievement.
- Children of all ages benefit from routines and structure. Regular absences can be disruptive.
- Attendance at school affects their social and emotional development e.g. maintaining friendships and connections.
- Lateness has a negative impact on your child's learning, as well as on the entire class and lesson.
- Strong attendance records are important for safeguarding reasons as we are responsible for the welfare of all our students.

We believe that the most important factor in promoting good attendance is the development of positive attitudes towards school, as well as establishing strong connections between school and homes. To this end, we strive to make our school a happy and rewarding experience for all students. We will also make the best provision we can for those students who, for whatever reason, are prevented from coming to school.

## Types of Absences

We understand that a child may be absent for any number of reasons. Please see some of the important definitions below:

1. **Excused:** Any absence, lateness or early departure for which the student has a valid school-approved excuse. These include: personal illness, illness or death in the family, religious observance, quarantine, attendance at health clinics or other medical visits, and any other absences approved by the Principal or SLT.



2. **Unexcused:** Any absence, lateness or early departure for which the student has no valid school-approved excuse. These may include, but are not limited to: shopping, oversleeping, skipping school, birthdays, and any other absence that is not excused.
3. **Late:** A student is deemed to be 'late' if they arrive at school after 8am. Registration takes place in all classes from 7:45 – 8am and school opens at 7:30am to allow ample time for all students to arrive.
4. **Early departure:** The student leaves prior to the end of the school day. In some cases this can be excused by writing to the child's class teacher or the Head of School (Ms. Nicola or Mr. John). \*\*Parents are asked to give the school 24 hours notice if a child is leaving early, if possible.
5. **Truancy:** Truancy where a student intentionally skips school or lessons without the knowledge of their parents/permission from school.
6. **Register of attendance:** Any written or electronic record maintained for the purpose of recording a student's attendance, absence, tardiness or early departure.

## **Dealing with Absences/Lateness**

The child's class teacher or form tutor is the first point of call when dealing with absences. The expectation is that the class teacher takes attendance on a daily basis and looks out for any patterns of absences or periods of regular/long absences. Regular communication with parents helps with this. Class teachers/form tutors have the responsibility to follow up with any absences and follow the steps below:

- If a child is occasionally late – please write a message to the child's parents to follow up on this and gently remind them of the school rules and expectations.
- If a child is regularly late – 5 'lates' are considered an 'absence' and the class teacher must keep records of this.
- If a child is absent – please seek an explanation from the child's parents if one has not been provided. If there is any information that needs to be communicated to other staff e.g. school nurse, SLT, then it is the class teacher's responsibility to do so.
- More than 9 days absent (95% attendance) – formal *message* sent by the class teacher/form tutor to parents via Class Dojo to simply note the number of days absent. Copy of this must also be sent to Head of School. (This note serves as a gentle reminder to parents and inquiry if there are a number of unexplained absences).



- More than 18 days absent (90% attendance) – an initial formal *letter* is sent to the child's parents by the Head of School (Nicola/John).
- More than 26 days absent (85% attendance) – second formal letter sent by the Head of school and parents are invited in for a meeting.
- More than 35 days absent (80 % attendance) - further steps to be considered by SLT.

\*\* Exceptions for absences may include family bereavement, long medical illness etc. These will be taken into account when communicating with parents.