



British School of Tirana

Adresa: Rezidenca Kodra e Diellit, Tiranë

NUIS: L61318023S

Pupil Attendance Policy

Adopted August 2018

Rationale

For a child to reach their full educational potential, a high level of school attendance is essential. We are committed to providing an education of the highest quality for all our pupils and endeavour to provide an environment where all pupils feel valued and welcome, both parents and pupils play a part in making our school successful. Each child has a right to access the education to which he/she is entitled. Parents and teachers share the responsibility for supporting and promoting excellent school attendance and punctuality for all. It is our duty to consistently strive to achieve a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.

For our children to take full advantage of the educational opportunities offered, it is vital your child is at school, on time, every day the school is open unless the reason for the absence is unavoidable. The routines children develop around attendance and punctuality at school are the same as the expectations of any future employer in the world of work. High attainment, confidence with peers and staff, and future aspirations depend on good attendance.

Purposes

- To have clear relevant guidelines for completing registers which are carefully and routinely carried out by staff

- To ensure that good attendance has a high priority with pupils, parents/carers and teachers

- To demonstrate clearly stated procedures for prompt follow up actions when there is a concern about an absence

- To recognise that matters relating to the quality of the curriculum, teaching, the school's ethos and relationships with pupils and parents are most significant in encouraging good attendance

Rights, responsibilities and roles

School

1. In the belief that all pupils are more likely to attend regularly if the curriculum is lively and meets their needs, the curriculum will be regularly reviewed and developed to meet the needs of all pupils
2. The school staff will set a good example in matters of attendance and punctuality and will investigate all unexplained and unjustified absenteeism
3. All staff will understand and apply the schools registration process
4. All registers will be completed accurately at the beginning of each morning and afternoon session

NB: Incomplete or inaccurate registers are unacceptable; they provide a daily record of attendance which may be required in a Court of Law

5. The school will ensure that clear attendance information is regularly communicated to parents/carers through a variety of media: the school's website, newsletters, school prospectus and parents meetings
6. The school will inform parents regularly of attendance figures and annually of the whole school attendance target via the school newsletter and website
7. All absenteeism and lateness will be recorded accurately and monitored
8. All pupils' with attendance below 95% will be monitored on a regular basis by the school, in order to identify persistent absentees and those pupils at risk of becoming persistent absentees
9. The school will have clear procedures to identify and follow up all absence and lateness, allocating individual staff roles and responsibilities
10. Pupils who are consistently late will be required to complete any work missed during their own time
11. The Principal and School Leadership Team will analyse attendance data to consider trends and/or patterns and set any action points as necessary

Parents'/carers' Responsibilities

1. Parents/carers have a legal responsibility to ensure that their child regularly attends the school at which they are registered
2. Parents/carers are responsible for ensuring that their child attends school regularly, punctually, appropriately dressed in school uniform, equipped and in a fit condition to learn
3. Parents/carers are responsible for informing the school at which their child is registered of the reason for any absence by phone call, text message, letter, email or in person on **every** morning of any absence. This should be done before 9.30am.

4. Parents/carers should not take their child on holiday in term time and are to be informed of the potential consequences of this

Authorised/Unauthorised absence

All absences must be explained by a parent/carer. The school will then decide whether or not it will authorise the absence.

Acceptable reasons for the authorisation of absences may be as follows:

- ✓ Illness (1)
- ✓ Exceptional family circumstances, such as bereavement
- ✓ Days of religious observance
- ✓ Unavoidable medical/dental appointments (2)

This list is not exhaustive.

(1) Illness

Medical evidence may be requested where a pupil has been absent for 3 days or more due to illness OR where a pupil's attendance is below 95% and/or the pupil is regularly away from school due to illness. Failure to provide evidence when requested may result in the absences being recorded as unauthorised. Medical evidence can be in the form of a copy of a prescription, medication or an appointment card showing the name of the child and date they visited. If a child is diagnosed with a medical condition, evidence should be provided.

Referral to School Nurse/Medical Doctor may be made to offer advice and support to the family

(2) Unavoidable Medical/Dental appointments

All routine (non-emergency) appointments should be made, wherever possible, outside of school hours. Should a pupil need to have an appointment during school hours, such as an emergency or hospital/doctor appointment, evidence of this will need to be provided. Failure to provide evidence may result in the school recording the absence as unauthorised.

Holidays in term time / Leave of absence

The School Principal may not grant any leave of absence during term time unless there are **exceptional circumstances**. These will be decided on an individual basis.

Requesting the absence

All requests for a pupil to be absent from school during term time must be made in writing at least a month in advance of the proposed absence by completing the absence request form available from Reception.

The Principal (or Deputy Principal) as a person with delegated responsibility) will decide whether or not to authorise the absence, on a case by case basis, and will only do so where there are **exceptional circumstances**.

Where a decision is made not to authorise a request for a leave of absence, the school will write to the parents/carers, notifying them of that decision.

If no absence request is made

If a pupil is absent from school during term time and no prior absence request has been made, the school will write to the parents/carers to inform them that the absence has not been authorised.

Pupils Responsibilities

1. Pupils will ensure that they attend school regularly and on time
2. Pupils will attend all lessons punctually
3. Pupils **will not** leave the school premises without permission

Procedures for following up absence/lateness

1. On each day of absence the parent/carer should contact school before 9.30am to inform the office that their child will be absent from school and give a reason for that absence. An indication of the likely period of absence is to be requested by the school
2. Admin staff must keep a log of absence calls and reasons received each day
3. Registration marks must be made available immediately after registration in order that, where necessary, any absenteeism can be followed up by admin staff
4. Immediately after registration the messages from the absence line will be checked and the correct code for the absence recorded
5. If any member of staff is concerned about an absence they will liaise with the admin staff to clarify any reasons or knowledge for the absence. If still concerned they will relay to the Principal or Deputy Principal.

Lateness

There are two negative results caused by pupils who constantly arrive late. These are:

- The loss of education suffered by the pupil which over a year can add up to a significant proportion of their time in school missed
- The disruption to other pupils in their class as the teacher's attention is diverted from the lessons being taught

The strategies that the school will use to tackle lateness will include:

1. School gates will be locked promptly at the start of the school day. Pupils who arrive after 8.45 am are considered 'Late' (L) and will be required to enter the school via reception to sign in and record the reason for their late arrival
2. Children who arrive after 9.10am should be considered as 'Late (after registers close)' (U)
3. Registration staff will record the appropriate late mark in the registers and these will be entered into the computerised attendance programme
4. Should a class teacher have particular concerns about an individual pupil's attendance or punctuality they should try and speak to the parents direct (at the beginning / end of the day or during parents evenings) If this is not possible then the class teacher should bring it to the attention of the School Principal. The school will endeavour to work closely with parents should attendance or punctuality give cause for concern
5. All pupil's attendance records will be checked every half term for 'lates' before registers close (L) and 'lates' after registers close (U). Where either of these late arrivals cumulate to 5 or more in a half term the school will write to the parents/carers of the pupil in question to discuss any support needs and ways of accessing support

Attendance letters

Whole school attendance will be monitored on a half termly basis and the following actions taken:

Attendance 1 letter will be sent out advising that their child's attendance has dropped below 95%

Attendance 2 letter will be sent out if attendance does not improve, inviting parents/carers into a meeting with the Principal. At this point parents/carers may be asked to enter into a Parenting Contract with the school

Attendance 3 letter will be sent if parents/carers do not attend the meeting and/or there is still no improvement following letters 1 and 2, inviting parents/carers into another meeting with the Principal

If, at any time, a pupil has 10 or more unauthorised absences equating to 10% within a 6 months period , the school should consider whether or not the pupil is still on track to pass that academic year.

Signed:

Date:

(Chair of Trustees)