

POLICY STATEMENT



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| Policy | Attendance Policy |
| School Department | Teaching, Learning, Assessment and Tracking |

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| Date Written | 25 June 2018 |
| Written by | G Sutton/S Cheshire |
| Approved by | SMT |
| Date of Approval | 26 June 2018 |
| Next major review date | September 2025 |
| Location and disseminations | A copy of the policy can be found, in the school admin office and on the school website. |

Mission Statement

Regular attendance at school is important for ensuring a student's educational success. We expect all students to attend every day when the school is in session so long as they are fit and healthy enough to do so. Absenteeism not only affects the continuity of a student's education, causing extra effort on the part of teacher and student to catch up on missed work, but also risks underachievement for the student. We do all we can to encourage students to attend and to put in place appropriate procedures.

The aim of the Attendance Policy at Buckswood School is to:

- Ensure that students are made aware that regular attendance at school is essential to their learning and attainment so that they perform successfully in all areas of school life.
- Maintain an attendance of at least 95%.
- Establish attendance and punctuality monitoring procedures which are understood by all students, staff and parents/carers.
- Establish procedures to raise overall attendance and punctuality and to acknowledge those students who attain 100% attendance each term.
- Support students who are experiencing genuine difficulties in attending school.

Promoting attendance

- The School will promote outstanding attendance through the following rewards:
- Letters will be sent home for students with 100% attendance and punctuality at the end of each term.
- At assemblies to reward and promote good attendance.

Roles and Responsibilities

Parents/Carers

Parents have the prime responsibility for ensuring that registered students of compulsory school age attend school regularly and on time. It is the legal responsibility of every Parent/Carer to make sure their child receives a full time education. Parents/Carers must ensure that they do not allow their child to have time off school unless it is really necessary. This includes making medical and dental appointments outside school hours wherever possible and not taking their child out of school during term time for family holidays. **Parents do not have a legal right to take students out of school on holiday.**

Any application for taking a student out of school is considered individually by the Principal, taking into account factors like the nature/importance of the leave and the student's attendance record. The school publishes term dates on the school's website to enable families to arrange holidays outside of term time. Leave will only be approved for exceptional circumstance and NEVER for a family holiday.

Parents/carers are requested to :

- never ask for time off unless for exceptional circumstances;
- not book travel for holidays in term time, Students are expected to be in attendance from the first day of every term until the last day of term, all travel outside of these times will be unauthorised and MUST be communicated to the school in advance.
- remember that the school might not agree to authorise the requested time off and may ask you to rearrange. Absence will only be authorised in exceptional circumstances.

It is the Parent/Carer's responsibility to notify the school on the first day of their child's absence, before 7:45am (and every subsequent day of absence) or if their child will be late by either telephoning the School's Administrative Officer on 9200 20 860 or e-mailing admin@buckswood.sa The Admin Officer will check the registers in the morning for 'am' registration and will follow up on students who have not arrived in school.

If a student's absence is not accounted for, e.g. they abscond on route or during the school day, parents/carers must be informed and the Admin Officer and Designated Safeguarding Lead will also be notified. The Missing Student Policy will then be followed.

In cases of longer term absence, Parent/Carers should stay in close communication with the Attendance Officer and also their child's Head of Key Stage to discuss accessing work for the student.

The Principal have final responsibility for authorising absence. Where they feel the absence is avoidable or unnecessary then they will exercise the right to decline.

Where there is significant cause for concern and there is no evidence of improvement in attendance or punctuality following intervention, the student's Head of Key Stage, the Designation Safeguarding Lead and/or SENCO will become involved. The school may also issue a written

warning to the Parent/Carer and if necessary invite them in to discuss their child's attendance issues.

What is good attendance?



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| 0 days off school | 100% | Perfection |
| Equates to 2 days off school each year | 99% | Excellent |
| Equates to 5 days off school each year | 97% | Good |
| Equates to 10 days off school each year | 95% | Slight Concern |
| Equates to 20 days off school each year | 90% | Concerned |
| Equates to 30 days off school each year | 85% | Very Concerned |

So what does 90% attendance actually mean?

90% attendance over a whole school year = ½ a school day missed each week!

Students

In accordance with the school rules it is also the student's responsibility to attend school regularly and arrive at school in good time, so that they can be punctual for registration and lessons and be ready to learn.

The school register closes after 5 minutes, after this time the student will be marked as unauthorised absence.

If students are late, the adult bringing them in to school must sign them 'in' at reception. The same applies for students leaving site for any reason during the school day, the Parent/Carer should contact the school, in advance where possible and complete an Absence Form, to inform the school that their child will be leaving school early. The person who is collecting the student must sign them out at reception before leaving the school site. This is an important safeguarding responsibly and ensures we know where students are at all times during the school day.

Attendance Officer

The Attendance Officer will check the registers in the morning for 'am' registration which is at 7.45am.

When a student has not arrived to the lesson and a message has not been received, the teacher will record the absence electronically and inform the Attendance Officer, who will then endeavour to contact the Parent/Carer.

For longer periods of absence or repeated absence the Attendance Officer will refer to the Homeroom teacher who may arrange to meet with the Parent/Carer and student to see if there is a

reason for this and to arrange to support the student if possible. An Attendance Contract may also be drawn up at this point in order to record the actions of the discussion and the time frame set of improvement.

The Attendance Officer will monitor attendance on an ongoing basis from the start of the year and alert the Parent/Carer and the Head of Key Stage to any concerns. The Attendance Officer will look out for patterns of absence or cases of unauthorised absence and bring these to the attention of the Head of the Key Stage as soon as possible. When a pattern is spotted, it will be discussed with pupils and parents to listen to and understand the barriers to the students' attendance and agree on how all parties can work together to resolve this.

Head of Key Stage

If there are concerns about a particular student, the Head of Key Stage will request data from the Attendance Officer in order to investigate any concerns. Where necessary the Head of Key Stage will meet with the student, issue a punctuality report (Green Card) and inform the parent. Further absences will result in the parent being called into school to discuss the problem and to ascertain what support is needed to improve the child's attendance.

If no evidence of improvement is seen the Head of Department will consult with the Principals and if appropriate, the Designated Safeguarding Lead, a referral to the Local Authority may be made.

Subject Teacher

Subject Teachers have a responsibility to maintain an electronic register for each lesson and to alert the Head of Department if they are concerned about a particular pattern of absence. If a student has not arrived at their lesson they will notify the Attendance Officer immediately.

When writing reports home to parents, Subject Teachers will comment on the impact of poor attendance on learning where appropriate.

Sanctions relating to Punctuality and School Attendance

The following relates to punctuality to morning registration and attendance at school.
Attendance and punctuality relating to lessons are to be dealt with by the subject area.

Monitoring and Evaluation of the School's Attendance Policy

Dr Tamar Demetradze, The Founding Principal is responsible for the strategic approach to attendance at Buckswood. Dr. Demetradze can be contacted via email principal@buckswood.sa

The School's Senior Management Team meets regularly to discuss the attendance and punctuality of students and monitor and evaluate the impact of the Attendance Policy.

Training in applying the School's Attendance Policy is provided as part of the induction of new staff, or to existing staff when any changes are made to the policy.

Parents are made aware of the policy when students join the school and reminded at the beginning of each school year.

Regular attendance and punctuality are vital to student success at Buckswood School Riyadh. The school emphasizes the importance of being present and engaged every day, with clear guidelines for reporting absences and distinguishing between authorized and unexcused absences. By maintaining consistent attendance, students can fully benefit from the educational and personal development opportunities the school offers, reinforcing a culture of responsibility, discipline, and achievement.