



Attendance Policy for Pupils



Aims

The school is committed to meeting its obligations regarding school attendance by:

- promoting good attendance and reducing absence, including persistent absence
- ensuring every pupil has access to full-time education
- acting early to address patterns of absence

The school also supports parents in performing their legal duty to ensure their children attend school regularly and will promote and support punctuality in attending lessons.

Roles and responsibilities

The Principal is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Headteachers to account for the implementation of this policy.

The Headteacher for each school

The Headteacher is responsible for:

- implementation of this policy at the school
- monitoring school-level absence data and reporting it to governors
- supporting staff with monitoring the attendance of individual pupils.

The Pastoral Leaders/Deputy Headteachers

The pastoral leaders/Deputy Headteachers monitor attendance across the school and at an individual level and will:

- report concerns about attendance to the Headteacher
- arrange calls and meetings with parents to discuss attendance issues.

Class teachers/form tutors

Class teachers/form tutors are responsible for recording attendance daily, using the correct codes and submitting this information to the school office.

Recording attendance

Attendance register

The school will keep an attendance register and place all pupils on this register.

The school will take an attendance register at the start of each school day and during lessons in the Senior School and Sixth Form.

It will mark whether every pupil is:

- present
- attending an approved off-site educational activity
- absent

Any amendment to the attendance register will include:

- the original entry
- the amended entry
- the reason for the amendment



- the date on which the amendment was made
- the name and position of the person who made the amendment

The school will keep every entry on the attendance register for three years after the date on which the entry was made.

Pupils must arrive in school by 7.15 am on each school day.

The register for the first session will be taken at 7.20 am and will be kept open until 7.30 am.

These times will change during Ramadan.

Unplanned absence

The pupil's parent must notify the school on the first day of an unplanned absence as soon as possible.

Pupils will be marked absent due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. The school will not ask for medical evidence unnecessarily.

If the school is not satisfied with the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

Planned absence

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

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

The pupil's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence. While absences may be authorised, they still count toward a pupil's attendance figure.

We expect pupils to maintain an attendance of at least 95%. This is approximately 8 school days of absence.

Parents must email pupil absences to absentee@bisak.org.

Lateness and punctuality

A pupil who arrives late:

- Before the register has closed, will be marked as late, using the appropriate code.
- After the register has closed, will be marked as absent, using the appropriate code.

Following up absence

Where any child we expect to attend school does not attend or stops attending, the school will:

- follow up on their absence with their parents to ascertain the reason
- ensure proper safeguarding action is taken where necessary
- identify whether the absence is approved or not
- identify the correct attendance code to use

Reporting to parents

Attendance is reported in each report cycle for both schools.

Authorised and unauthorised absence

Approval for term-time absence

The Headteacher will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Headteacher's discretion.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart.

Reducing persistent absence

To reduce absence, the schools will follow up with:

- Letter to parents if absence falls below 95%
- meetings with parents led by Phase/Pastoral leaders and/or Deputy Heads of schools
- place pupil on an attendance contract
- withdrawal of school place if attendance falls below 95% for no valid reason or if the attendance contract is not adhered to.

Attendance monitoring

The Pastoral Leaders/Deputy Headteachers at our school monitor pupil absence weekly.

If a pupil's absence goes above three consecutive days, the school will contact the parent/carer of the pupil to discuss the reasons for this.



Appendix 1 - Prep School Attendance Procedure

Parents are expected to:

- Notify the school of their child's absence by emailing absentee@bisak.org.

Absent pupil

- Morning registers for all classes are checked by the Receptionist to ensure they are complete. Missing registers are followed by the Receptionist with an email to the class teacher.
- A notification email is sent by the school receptionist to all parents (8 am) informing them of their child's absence (unless they have already informed the school of their child's absence). The Receptionist updates the register based on any communication from the parent.
- Parents who do not contact the school will be phoned at 8:30 am and at subsequent 30-minute periods by the school Receptionist until they reply.
- A weekly attendance report is produced for each class and shared with Phase Leads. These figures are shared with teachers each week to ensure accuracy and follow-up.
- Class teachers send an email informing parents of their child's attendance figure where necessary. Teachers follow up on any discrepancies or attendance issues to ensure the register is updated.

Below 95% Attendance

- SLT/Admin runs a weekly report on attendance figures for each pupil. Any pupil whose attendance is below 95% receives an email from the Deputy Headteacher.
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- If there is no improvement in the next 4-week period, then it is followed up with a parental meeting with the Phase Leader and SLT with a further letter to sign acknowledging that their child's attendance will improve.

Late Arrival

- Pupils that arrive late to school are required to sign in electronically at reception and hand over their late slips to the class teacher. The Receptionist will update the class register.
- The parents of pupils who are late two or more times a week in the morning will receive an email/phone call from their class teacher. If a pupil is late five or more times in a term, the Deputy Head will contact parents.

Procedure for Pupil Absence – Prep School

Teacher completes the register each morning between 7.25 am and 7.30 am. The receptionist will check that all registers are complete. Receptionist follows up with an email to staff for any incomplete registers.



A notification email is sent by the school receptionist to all parents (8 am) informing them of their child's absence (unless they have already informed the school of their child's absence). Receptionist updates register based on any communication from the parent.



A weekly attendance report is produced for each class and shared with Phase Leads. These figures are shared with class teachers each week to ensure accuracy and follow up.



Class teachers will send an email informing parents of their child's attendance figure where necessary. Class teachers follow up on any discrepancies or attendance issues to ensure the register is updated.



SLT/Admin run a monthly report on attendance figures for each pupil. Any pupil that's attendance is below 95% without proper justification receives an 'Attendance' expectation letter to sign from the Deputy Headteacher.



If there is no Improvement in the next 4-week period, then it is followed up with a parental meeting with Phase Leader and SLT with further letter to sign acknowledging that their child's position at the school could be at threat.

Procedure for Late Arrival at School – Prep School

Pupils that arrive late to school are required to sign in electronically at reception and hand over their late slip to the class teacher to update the register.



Class teachers will monitor pupils' punctuality through Engage. If pupils are late two or more times in a week, then the class tutor will email home informing their parents.



If a pupil is late five or more times in a term, the Deputy Head of Prep will contact parents.



Appendix 2– Senior School Attendance Procedure

Parents are expected to:

- Notify the school of their child’s absence by emailing absentee@bisak.org.

Absent pupil

- Morning registers for all classes are checked by Receptionist/Senior PA to ensure they are complete. Missing registers are followed by Receptionist/Senior PA with an email to the form teacher.
- An automated email via Engage is sent by the school receptionist to all parents (8 am) informing them of their child’s absence (unless they have already informed the school of their child’s absence). Senior PA/Receptionist updates register based on any communication from the parent.
- Parents who do not contact the school email will be phoned at 8.30 am and at subsequent 30-minute periods by the school Receptionist until they reply.
- A weekly attendance report is produced for each form class and shared with form tutors. These figures are shared with pupils each week to ensure accuracy and follow up.
- Form Tutors/Heads of Year send an email informing parents of their child’s attendance figure where necessary. Form teachers/Heads of Year follow up on any discrepancies or attendance issues to ensure the register is updated.

Below 95% Attendance

- SLT/Admin run a monthly report on attendance figures for each pupil. Any pupil that’s attendance is below 95% without proper justification is followed up by the Head of Year. Attendance letters are sent out each half term for those pupils below 95% with the appropriate justification.
- Their attendance is monitored by the Head of Year, if there is no improvement in the next 4-week period, then it is followed up with a parental meeting with the Head of Year & DHT with a further letter to sign acknowledging that their child’s attendance will improve.

Late Arrival

- Pupils that arrive late to school are required to sign in electronically at reception and hand over their late slips to the class teacher to update the register. The Receptionist will update the class register.
- The parents of pupils who are late two or more times in a week in the morning will receive an email from their form tutor/Head of Year. If a pupil is late five or more times in a term, the Head of Year will contact parents. Further sanctions and meetings with parents may be enforced if necessary.

- Procedure for Pupil Absence – Senior School

Teacher completes the register each morning during form time. Receptionist/Senior PA check that all registers are complete. Receptionist/Senior PA follows up with an email to staff for any incomplete registers.



An automated email via Engage is sent by the school receptionist to all parents (8 am) informing them of their child's absence (unless they have already informed the school of their child's absence). Senior PA/Receptionist updates register based on any communication from the parent.



A weekly attendance report is produced for each form class and shared with form tutors. These figures are shared with pupils each week to ensure accuracy and follow up.



Form Tutors/Heads of Year send an email informing parents of their child's attendance figure where necessary. Form teachers/Heads of Year follow up on any discrepancies or attendance issues to ensure the register is updated.



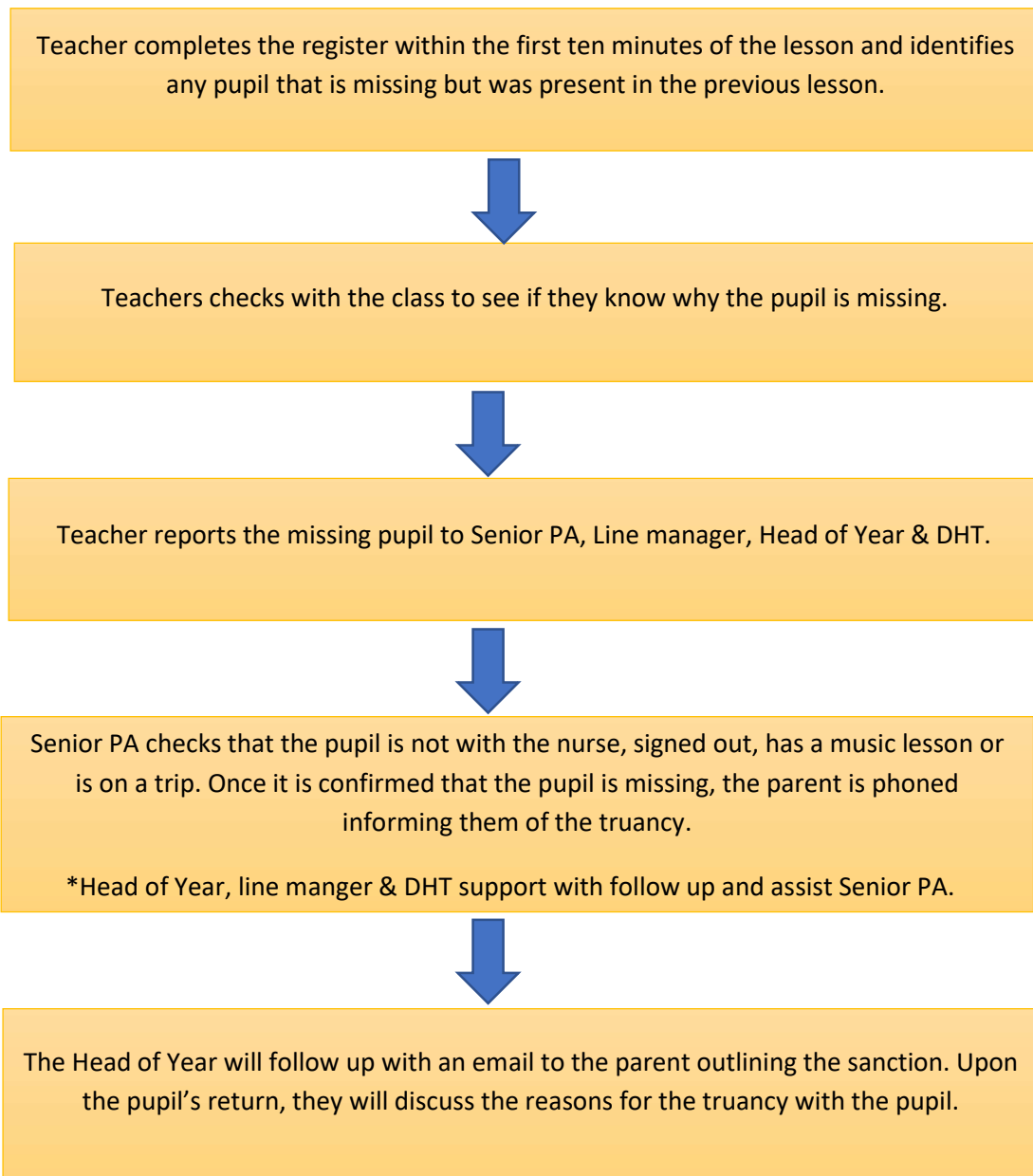
SLT/Admin run a monthly report on attendance figures for each pupil. Any pupil that's attendance is below 95% without proper justification receives an 'Attendance' expectation letter to sign from their Head of Year/DHT.



Their attendance is monitored by the Head of Year, if there is no improvement in the next 4-week period, then it is followed up with a parental meeting with the Head of Year & DHT with a further letter to sign acknowledging that their child's attendance will improve or their position at the school could be at threat.

Procedure for Truancy/Missing Pupil – Senior School

It is the responsibility of the class teacher to ensure that the register is updated promptly and accurately at the beginning of the lesson. It is the class teacher's responsibility to escalate and report a missing pupil or truancy.



Procedure for Late Arrival – Senior School

*Appropriate sanctions can be enforced at any stage, as a consequence for missed learning.

Pupils that arrive late to school are required to sign in electronically at reception and hand over their late slip to the class teacher to update the register.



Pupils that arrive late to class in between lessons are followed up by the class teacher. This could involve having a conversation with the pupil to understand why they are late. They will be marked as late on the register and departmental sanctions can be put in place if necessary. i.e., detention or parental contact.

*Class teachers should keep Heads of Year/HOD's informed regarding these pupils.



Heads of Year will monitor pupils' punctuality through Engage. If pupils are late two or more times in a week, then the Head of Year will email home informing their parents.



If a pupil is late five or more times in a term, the Head of Year will contact parents. Further sanctions and meetings with parents may be enforced if necessary.



Absence Agreement

Pupil Name:

Date:

Class:

As a school we have duty to every pupil to ensure they receive their entitlement to education. The staff and Senior Leadership Team at BISAK give a high a priority to pupils' educational achievement and believe that maximum pupil attendance and punctuality are essential for all pupils to achieve their full potential.

Our attendance policy states:

The school is committed to meeting its obligations regarding school attendance by:

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

Your child has now met the threshold of falling below 95% attendance. If there is not a valid reason for your child's absence or is no significant improvement in their attendance, then the school has may start deregistration proceedings.

By signing this contract as a parent, you agree that the level of attendance for your child is below 95% and they are fully aware of our attendance framework to improve their level of attendance to school.

Parent Name: _____

Signed: _____

Date: _____

Deputy Head Teacher: Mr James Coll

Signed: _____

Date: _____