

Attendance Policy



CAMBRIDGE
ENGLISH SCHOOL
مدرسة كيمبردج الإنجليزية

Reviewed and Approved on July 2025

..... Heads of Section

..... Principal

Review Date: July 2026

Attendance Policy

Policy Statement

In order to make the most of the learning opportunities good attendance and punctuality is essential for outstanding progress and achievement within school.

The Aims of the Policy

We wish to:

- Develop habits of good time keeping.
- Develop habits of regular attendance.
- Encourage children/young people and their parent/carers to subscribe to the “every lesson counts” message.
- Ensure that all members of the school community understand their role in encouraging good attendance and punctuality.

Good attendance is important because:

- Statistics show a direct link between under-achievement and absence below 95%.
- Regular attenders make better progress, both socially and academically.
- Regular attenders find school routines, schoolwork and friendships easier to cope with.
- Regular attenders find learning more satisfying.
- Regular attenders are more successful in transferring between primary school, secondary school, and higher education, employment or training.

Promoting good attendance

The foundation for good attendance is a strong partnership between the school, parents and the child.

To help us all to focus on this we will:

- Provide information on all matters related to attendance and assessments on MyU.
- Report on parent consultation day on how your child is performing in school, what their attendance and punctuality rate is and how this relates to their attainment.
- Celebrate good attendance by displaying individual and class achievements.
- Reward good or improving attendance through class competitions, certificates and outings/ events.
- Set targets for the school and for classes for attendance and display these in the school.
- Promote attendance at whole school events such as parent consultation day.
- Regular commentary on attendance via the school Newsletter

Responsibilities

All members of school staff have a responsibility for identifying trends in attendance and punctuality.

Pupils are responsible for:

- Arriving at school on time by 7.10 each morning ready for the morning line up at 7.15am.
- Signing in at reception, supported by an adult if necessary, if they arrive at school after registration and signing out if authorised to leave during the school day.
- Attending school and all timetabled classes whenever they are well enough to do so.
- Ensuring that they arrive at their next lesson on time and move effectively between lessons with adult supervision where necessary (e.g. Primary and Early Years).

Parents are responsible for:

- Ensuring the punctuality of their children by arriving before the start of the school day by 7.10am for 7.15 assembly or registration lesson.
- Ensuring that the school has two current contact details in case of an emergency.
- Notifying the school on the first day of absence no later than 10am by calling.
- Sending medical certificates and/or notes to explain any underlying medical condition or explaining the child's absence for admin to update registers.
- Support the school with their child in aiming for 100% attendance each year.
- Avoid taking their child out of school for non-urgent medical or dental appointments.
- Only request leave of absence if it is for an exceptional circumstance.
- Ensuring their children from Primary and Secondary are collected from school by 2.15pm. After 2.30 the students will be collected and put in a supervised room. Parents will be notified regarding their duty of picking their child up on time by the supervisor in charge.
- Ensuring that for early years a child is collected at 1pm. Children left after 1.15 will be placed in a supervised room and their names recorded. Persistent late collecting of children will result in the school charging for supervision.

Teachers are responsible for:

- Understanding that attendance registers are a legal document and therefore:
 - Keeping accurate and up-to-date registers.
 - Morning registration must be completed and saved by 7.45am.
 - Follow the agreed coding system.
- Students are only marked as present or absent by teachers- admin staff will elaborate on any details pertaining to reason for absence/lateness
- Keeping an overview of class and individual attendance, in particular poor overall attendance, anomalies in patterns of attendance and/or unusual explanations for non-attendance offered by children and parents/guardians and passing information onto head of year.
- Providing information regarding absences and punctuality that will be recorded on the school report.
- Providing work for the students who are absent for more than three days or upon the request of the parents. For students who are absent for a significant time the work must be marked by the teacher and feedback given.
- It is important, appropriate to Key Stage, that staff set an example by ensuring pupils leave the class tidy to preserve the learning environment for the next class, on time by exiting with the students,

helping to move them along and waiting to greet the next class as they arrive thus demonstrating the value given to punctuality in school.

- Any students in Secondary arriving late for a lesson will have a note of it recorded on HUB with a negative point.
- Form Teachers are to collate from MyU the number of times a student is late to lesson each week and pass this information onto the Head of Year.
- At the end of the school day the teachers should escort their class to the yard in an orderly manner.

Admin staff are responsible for:

- Monitoring Lateness and referring any concerns to the Counsellor and Form Tutors for further action.
- Monitoring individual attendance on a daily basis where concerns have been raised.
- Sending a message via MyU on first day of absence.
- Sending a repeat message on second day of absence if no contact has been made.
- Providing a point of contact between individual teachers, the Deputy Head or Head and the school's Counsellor.
- Informing Counsellor on 3rd day of absence.
- Informing the Deputy Head or Head and Counsellor on a formal and informal basis of patterns of attendance.
- Printing off attendance at 8am and updating as students arrive at or leave school.
- Updating registers as information is received regarding absence/lateness, ensuring correct code is used

Counsellors are responsible for:

- Contacting families on 3rd day of absence.
- Contacting families where concerns are raised about punctuality or absence especially those whose attendance is falling towards 90% and who regularly are late for lessons.
- Contacting families if a student fails to show up for a lesson and following the procedures outlined with Truancy.
- Act on information given from Form Tutors to follow up on absent students and late students.
- Focusing on students whose attendance falls below 95% and passing on student's names who begin to fall towards 90% to the Counsellor.
- Printing out a record of attendance for each form in each year group and hand out a certificate for the best form class attendance each week and the most improved attendance to be displayed.
- Giving out certificates for 100% attendance to individual students at the end of each term.

The Deputy Head and Head Teacher are responsible for:

- Monitoring trends in authorised, unauthorised absence and punctuality
- Acting as a point of contact for teaching and non-teaching staff where concerns need to be raised or advice sought
- Liaising with other professionals to determine potential sources of difficulties and reasons for absence
- Ensuring that the attendance policy is followed and that the actions from Counsellor meetings are carried out
- Liaising with and discussing with parents issues relating to attendance
- Reporting termly to the Principal on progress against targets and cases of persistent non-attendance
- Meeting with parents who have requested a term-time holiday.

The Principal is responsible for:

- Contacting parents who persistently collect their child after 1pm in Early Years and 2.30pm for Primary and Secondary. If there is still no change then a warning letter will be issued followed by the parents being charged for supervision.
- Asking searching questions about trends in attendance — particularly in relation to persistent poor attenders
- Ensuring that the attendance policy is applied consistently across the school

First-day Calling

A child not attending school is considered a **safeguarding** matter.

This is why information about the cause of any absence is always required. Parents are requested to call school before 10am if their child is to be away. Where no call is received, admin staff will send a message via HUB or telephone parents that morning to ascertain the reason for absence.

Dealing with Truancy

The school will deal with truancy in the following way.

- Parents or guardians will be informed immediately and, if the pupil cannot be located then the police will be informed.
- Following discussion with a truant to establish the circumstances surrounding the truancy, sanctions and support will be imposed.
- A program of monitoring and support may be put into place in conjunction with the Counsellor.

Post-registration and Internal Truancy

A student failing to attend a lesson is a **safeguarding** matter.

All teachers are required to take a register at the beginning of each session that can be checked against the morning register. Any pupils identified as being in school but not in the lesson should be referred to the Deputy Head Teacher/ Head Teacher immediately and their non-attendance investigated further. If the student does not have a valid reason for missing the lesson then the parents will be informed and appropriate sanctions given.

Holidays During Term-time

We only grant leave of absence where there are exceptional circumstances NOT for holidays. Parents who want to take absence in school-time must discuss their reasons with the SLT.

Absence due to Religious Observance

Notification should be given of these dates in advance by the parents if the child is to miss school due to religious observance.

Absence due to Medical, Dental or Hospital Appointments

Wherever possible medical, dental or hospital appointments should take place out of school time. Where this is not possible, parents should:

- Contact school to let them know of the proposed appointment and send written confirmation to school
- Provide further evidence if required, which might include a prescription or appointment card