



## STUDENT ATTENDANCE POLICY

AIBPS staff believe that in the early years of school, children learn the basic academic and social skills they require to be successful later in life. Irregular attendance, extended absence and frequent tardiness can all serve to impair educational success and result in substantial long-term hindrances and detrimental effects to children and young people. Students with irregular attendance may be placed at considerable risk. Regular attendance at school is vital for children to be successful and advance in their learning and achievements. It is also important for children to arrive and leave school on time. Regular and prompt school attendance is thus imperative for children's education and friendships. This school places great emphasis on this principle.

### Children with regular attendance are more likely to:

- Learn more effectively
- Make lasting friendships
- Achieve good results
- Build confidence and self-esteem

### Poor attendance can result in:

- Falling behind in courses
- Experiencing difficulty in learning
- Lack of confidence, resulting in low self-esteem

It is known that students may have trouble with regular attendance for numerous complex and often associated reasons, which may include:

- Students' educational, social and emotional development
- Students' medical history
- Social, economic and cultural considerations within the family
- Issues within the school

Consequently, the school, parents or carers, and student, together need to join forces to maximise attendance. A positive approach is vital to promote access to education within a belief that values learners, supports equal opportunities and encourages parental involvement.

### Parental Support

Parents' involvement and support of this policy is crucial to students' success. AIBPS sustains close, positive and effective relationships with our parents. Therefore, ensuring they are informed at an early stage to deal with their child's unexplained absences. Parents/carers are required to notify AIBPS on the day of their child's absence with a note, telephone call or an email from the parent/care taker and the reason for the absence. Children should never be absent from school without a good reason.



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### Students

AIBPS expects all students to participate in maintaining good attendance. We request students to:

- Listen to and obey their parents/carers and the school
- Communicate with parents/carers and the school (their teacher) **immediately** about any worries or concerns
- Go to bed early, come to school on time and prepared for the day

### Unauthorised Absence

On the first day of absence, the school will make a phone call to the parents if there has been no message or notification. If no contact is made, parents/carers are expected to send a letter of explanation on the day their child returns to school. If this is not received within three school days of their return, the school will formally write to parents/carers requesting this information.

- Holidays during term time are not acceptable due to the disruption it causes in learning, for both the child and their class.
- Parents must arrange their family holidays within the school holidays, not in scheduled school time.
- Holidays will not be authorized. However, in exceptional circumstances an application for "Special Leave of Absence" may be considered. Please see attached.

*Note: If students are continuously absent with no satisfactory explanation, this matter will be passed to the Head Teacher.*

### Lateness

Consistent lateness can have harmful effects on the:

- Child's learning
- Learning of others
- Child's sense of belonging
- Child's behaviour

The school gate opens at 7:45 for student drop off. Students are to arrive no later than 8:00 each day. Classes will begin promptly at 8:15 each morning. Registers remain open between 8:00 and 8:15. A child who arrives after 8:00 will be recorded as late and marked in the register as a "L". Students who arrive after 8:30 without notification will be recorded as a partial absence for the day.

Punctuality is closely monitored and persistent tardiness will be followed up. Poor punctuality is not acceptable. If your child misses the start of the day, they will miss significant information for the learning outcome being taught by the teacher. Children who arrive late disrupt lessons and it can be embarrassing for the child, which can encourage further absences.



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### Absence procedures in summary:

If your child is absent, you must contact the school by telephone or email as soon as possible on the first day of absence and keep the school informed, preferably daily.

If your child is absent, we will:

- Telephone on the first day of absence if we have not received any form of communication from you
- Invite you to discuss the matter with one of our senior members of staff
- Refer the matter to the Head Teacher if attendance falls below 89%
- In case of health reasons for absence for more than 3 days, the school will need a valid medical certificate on the day of return to school. Otherwise, the child won't be admitted back to class.

If your child will be absent (for example, for travelling or family planned reasons) then:

- You must in advance, through the child's diary, complete and return the absence form
- Complete the form with the appropriate information and submit it to the school
- The Head Teacher must sign the form and return it back to the parents through the child's diary

### Truancy

Any suspected truancy will be notified to the Head Teacher, who will then contact the parents. Parents are encouraged to bring the child into school to discuss the reasons for the absence and hopefully resolve the situation.

AIBPS sees truancy as a very serious issue and will address the matter in a supportive manner, AIBPS strives to address the problem of "Supportive Truancy", where a parent supports a child's absence from school by giving excuses or covering with a written note. Any reason for absence which is unacceptable and cannot be authorised is brought to the parent's attention. Positive reinforcements are used as an incentive for all children to attend school regularly, and we actively encourage parents to be positive about the school.