

**Vision**

Dream, Inspire, Act.

**Mission**

Genesis Global School aims to nurture all students to become resilient and confident learners as socially responsible leaders serving diverse communities and cultural contexts.

**Policy Monitoring**

Date of review: September 2023

Reviewed by: Principals and Administrative head.

Date of next review: June 2024

This policy will be reviewed at least annually and following any concerns and/or updates to national/local guidance or procedure.

## **ATTENDANCE POLICY**

### **Rationale**

Regular and punctual school attendance is a key factor to ensure that students take full advantage of the educational opportunities available to them. Research in this area is very clear that regular attendance is critical to student achievement.

Our policy applies to all children registered at this school and this policy is made available to all stakeholders.

Children who are persistently late or absent soon fall behind with their learning and frequently develop large gaps in their learning which impacts their progress and their ability to meet learning expectations. A child whose attendance drops lower than 90% each year will have missed significant learning outcomes, and it is likely their achievement levels will be negatively impacted. Ultimately attendance is the responsibility of students and parents, GGS is not responsible for getting students to school, however GGS is responsible to communicate clearly to students and parents the consequences of poor attendance.

### **Aims and Objectives**

The aim of GGS student attendance policy is to ensure that the school community is aware of and clear about the actions necessary to promote good attendance.

#### **Through this Policy we aim to:**

- Improve students' achievement by ensuring high levels of attendance and punctuality;
- Achieve minimum of 90% attendance for all children, apart from those with chronic health issues;
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the school;
- Raise awareness of parents, and students on the importance of uninterrupted attendance and punctuality at every stage of a child's education;
- Work in partnership with students, parents and the staff so that all students realise their potential unhindered by unnecessary absence;
- Establish a pattern of monitoring attendance and ensure consistency in dealing with regular absence;
- Recognise the key role of all staff, but especially class teachers, in promoting good attendance.

#### **We maintain and promote good attendance and punctuality through:**

- Giving 10% weightage to Attendance in our Reporting procedures.
- Raising awareness of attendance and punctuality issues among all staff, parents and students;
- Ensuring that parents understand the responsibility placed on them for making sure their child attends regularly and punctually;
- Equipping children with the life skills needed to take responsibility for good school attendance and punctuality appropriate to the child's age and development;
- Developing and implementing procedures for identifying, reporting and reviewing cases of poor attendance and persistent lateness;
- Supporting students who have been experiencing any difficulties at home or at school which are preventing good attendance.
- Developing and implementing procedures to follow up non-attendance at school;
- Consistent application and enforcement of the policies and procedures.

## Authorised absence

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from the parent.
- Only the school can make an absence authorised. Parents do not have this authority. Consequently, not all absences supported by parents will be classified as authorised.
- Absences due to illness must be validated by a government doctor as per CBSE policy.

### Authorised Absence consists of:

- **Medical leave only when a medical certificate is produced.**
- **Leave for participation in a school event/competition, exchange programme**
- **Leave for bereavement (death in the immediate family)**

### Unauthorised absence

- An absence is classified as **unauthorised** when a child is away from school without the permission of the school. Therefore, the absence is **unauthorised** if a child is away from school without good reason, even with the support of a parent.

## Procedures

### **Our school will undertake the following procedures to support good attendance:**

- To maintain appropriate registration processes;
- To maintain appropriate attendance data;
- To communicate clearly the attendance procedures and expectations to all staff, parents and students;
- To have consistent and systematic daily records which give detail of any absence and lateness;
- To follow up absences and persistent lateness if parents have not communicated with the school;
- To inform parents what constitutes authorised and unauthorised absence;
- To strongly discourage unnecessary absence through holidays taken during term time;
- To work with parents to improve individual student's attendance and punctuality;
- To report attendance statistics to the GGS management as requested, and to government offices as required;
- All staff should be aware that they must raise any attendance or punctuality concerns to the Senior Leadership Team for timely action to be taken.
- Impart intermediate consequences as appropriate.

## Responsibilities

All members of school staff have a responsibility for identifying trends in attendance and punctuality. The following includes a more specific list of the kinds of responsibilities which individuals might have.

### **Class Teacher**

Class teachers are responsible for:

- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, variances in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents;
- Keeping accurate daily attendance records;
- Contacting parents of absent children if a child has been absent and where no contact has been made;

- Informing the Senior Leadership Team where there are concerns and acting upon them;
- Taking intermediate action to correct behaviour;
- Monitoring follow-up once actions have been taken to correct attendance concerns, emphasising with their class the importance of good attendance and promptness;
- Following up absences with immediate requests for explanation which should be noted in the register;
- Discussing attendance issues at Parent Teacher Meetings where necessary.

### **Administration staff**

The Student Information System is responsible for:

- Collating and recording attendance information;
- Taking messages from parents regarding absence;
- Ensuring the column on Late Arrivals is completed in the school diaries/ recording systems;
- Sending out standard letters regarding attendance.

### **Parents**

Parents are responsible for:

- Ensuring that their child attends school regularly and punctually unless prevented from doing so by illness or attendance at a medical appointment;
- Contacting the school office on the first morning of absence;
- Informing the school in advance of any medical appointments that cannot be made outside of school time, school time. For the absence to be recorded as a medical absence we do require evidence from a government doctor. Medical appointments should be made outside of school hours whenever possible;
- Talking to the school as soon as possible about any child's reluctance to come to school so that problems can be quickly identified and dealt with.

### **Registration**

The school day begins at 7:45 am summer timing and 8:15 am winter timing. Students are expected to be in school on time.

Each class teacher has the responsibility for keeping an accurate record of attendance. Any student who is absent must be recorded at the beginning of the school day.

### **Lateness**

Once the gates are closed at 7: 50AM the only way to get into school is via the school office for students coming by their own transport. Any student who arrives after 7:50 will be recorded as late.

Where there have been persistent incidents of lateness parents will receive information advising them of the concerns and the school will provide opportunities for parents to seek support and advice to address these issues.

## Absences

Parents should contact the school on the first day of their child's absence. When parents notify us of their child's absence it is important that they provide us with details of the reason for their absence.

All absences are recorded as either authorised or unauthorised absences in the software. It is important that we receive accurate information from parents with reasons for the child's absence. This information is used to determine whether the absence is authorised or unauthorised. The Programme coordinators and the deputy heads, Principals have the right to determine whether absences are authorised or unauthorised.

Should student attendance be such that it is below 90% (considering the reasons for said absence) students could be removed from certain programs, or as per government policy, be prevented from writing Board exams. Absence from the after-school sports program may result in the loss of CAS for IB/DP students.