



Bringing out the best in every one

# NCBIS

Since 1978

NEW CAIRO BRITISH INTERNATIONAL SCHOOL



<b>Name of Policy:</b>	Attendance Policy
<b>Applicable to:</b>	Whole School
<b>Effective date:</b>	December 2022
<b>Date of next review:</b>	August 2025

### **Sections within this policy:**

1. Purpose and scope of the policy
2. Aims of the policy
3. Links to other relevant school policies
4. Procedures
5. School Attendance And Safeguarding
6. Punctuality and Lateness
7. Authorised and Unauthorised Absence and Leave Of Absence
8. Monitoring and Reviewing Attendance
9. Strategies For Promoting Attendance
10. Appendix

### **NCBIS Attendance Policy**

#### **NCBIS Mission Statement**

To be a caring, internationally-minded learning community guided by the philosophy of High Performance Learning and a commitment to continuous self-improvement and reflection.

#### **Purpose and Scope of Policy**

Our mission regarding attendance at NCBIS aims to work with parents and carers to ensure that all children receive an education which maximises opportunities for them to realise their true potential. The school aims to provide a welcoming, caring environment, whereby each member of the school community feels valued and secure. We are proud of our attendance record, which is generally very good, and are grateful to our supportive parents and carers who work with us to promote and encourage good attendance by their children. School staff will work with pupils and their families to ensure each pupil attends school regularly and punctually. Addressing the issues behind non-attendance and persistent absenteeism is a priority for the school. The school expectation is that all pupils will attain at least 97% attendance. It is very important therefore that parents/carers make sure their children attend regularly and this policy sets out how together we will achieve this. Good attendance is important because statistics show a direct link between under-achievement and attendance below 95%. Regular attenders make better progress, both socially and academically. Regular attenders find school routines, school work and friendships easier to cope with. Regular attenders find learning more satisfying. Our school attendance leads are the Deputy Heads (Pastoral) in both Primary and Secondary schools.

#### **Policy Aims**

- To consistently strive to achieve a goal of 100% attendance for all children.
- To promote effective partnerships with parents/carers and provide support, advice and guidance on the importance of regular and punctual attendance of their children.
- To communicate roles and responsibilities of parents/carers and school staff and promote consistency in carrying out designated follow ups to attendance concerns.
- To record/analyse pupil attendance data in a consistent and fair manner.
- To recognise the achievements of pupils who have excellent attendance.

#### Links to other relevant school policies

- NCBIS Safeguarding Voicing Concerns Guidance
- NCBIS Safeguarding and Child Protection Policy

#### **Procedures**

AM/PM registers: All registers are taken and kept electronically using the school MIS system. An accurate and consistent registration system is crucial both to provide a solid foundation for analysis of absence and to support any necessary interventions. The register is a legal document and must be kept accurately. Attendance registers are kept in line with UK legal requirements, UK local authority guidelines and NCBIS school regulations. Registers are required to be taken twice a day; once at the commencement of the morning session and once at the commencement of the afternoon session. The registers are closed at 08.10 am. All parents are asked to contact the school by 8.30am if their child is absent. If no notification is received about a child's absence, then a member of the School's Administration Team will contact the child's parents to establish the reason for the absence. If a child is absent for 3 days or more, on the third day of absence, parents will be requested to supply evidence to support the reason for the absence (e.g. a Doctor's note for medical reasons).

Please see appendix 1 for the register codes to be used when completing attendance registers on SIMS and for school procedures and responsibilities for registers.

#### **School Attendance And Safeguarding**

When a child is missing from education is a potential indicator of abuse or neglect. School staff should follow the school's procedures for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future.

#### **Punctuality and Lateness**

It is important that children arrive at school punctually to ensure a calm and purposeful start to the day. Where pupils arrive late for school [after the register has closed] this will be marked as a 'late' (L) code in the AM register. If a student arrives after 8:30am it will be marked as a 'very late' (G) code. If the student arrives after 11:00am it will be marked as a half day unauthorised absence (D), unless a reasonable explanation is given by parents. Statistical information relating to punctuality will be reported to parents termly, alongside attendance data.

### **Authorised and Unauthorised Absence and Leave Of Absence**

Parents are advised to make appointments for dentist/doctor or optician outside of school hours where reasonably possible. If the school is satisfied that a pupil is absent as a result of illness, the absence will be treated as authorised using a medical (M) code.

Leave for medical or dental appointments will be authorised where confirmation has been received from the parents (either in person, telephone call or writing.) Each application for a Leave of Absence will be considered on a case by case basis and on its own merits. No application will be authorised if a student's attendance is below 97% that year, unless for exceptional circumstances. All leave of absence requests will be unauthorised unless the circumstances are exceptional. A parent/carer should complete an absence request form (available from the Primary and Secondary School Office's) and submit this to the school at least seven days prior to the date required. School will respond to the request within 48 hours. If the school is aware of any language difficulties that may preclude a request form being completed, appropriate support will be offered to the parent/carer. Parents/carers may be asked to provide evidence to support their exceptional circumstances and may be required to meet with the Deputy Head Teachers. If the Deputy Head Teachers deems that the reasons for the request are exceptional and authorises the absences, a reply (via the 'Request for Leave of Absence' form) confirming that the request has been authorised will be sent to the parent/carer. If the Deputy Head Teachers deems that the reasons are not exceptional and the leave of absence will not be authorised, a reply informing the parents of this decision will be sent to each parent. If once notified in writing of the decision to unauthorise the leave of absence, the absence is taken it will be marked as an unauthorised absence on the pupils register. Please see appendix 2 for guidance on what may or may not be authorised.

### **Monitoring and Reviewing Attendance and Punctuality**

Attendance is monitored initially by a member of the schools admin team. The Deputy Head Teachers oversee the monitoring process. Any issues identified concerning absence, illness or lateness will be addressed by letter, telephone or meeting with strategies put in place to improve attendance and punctuality. The attendance registers are marked twice each day, at the start of the morning session and again in the afternoon. Registers are checked by the Office Manager. All absences and persistent lateness are investigated. When the register closes, the Office Manager checks the messages. If a pupil is absent and the school has not been

contacted, then the Primary and Secondary office managers will telephone parents to check on why a pupil is not in school. Attendance data is held electronically on our SIMS Management Information System, accessible by the school leadership and administration teams who are able to conduct spot checks on individual children and provide comprehensive attendance records. The Deputy Headteachers monitor the attendance of pupils each week. Where the Deputy Heads feels it appropriate, if attendance drops below 90% a letter / email may be written informing parents/carers and the Deputy Heads may invite parents to a meeting to discuss ways of improving attendance.

### **Dutch Stream Attendance and Punctuality:**

The Dutch Stream does not use the Primary office, the Head of Dutch School is responsible for contacting parents when students are not in. The Head of Dutch School is also responsible for authorising permissions for absences.

### **Reporting and Attendance / Punctuality:**

Attendance and punctuality data (including authorised / not authorised absences and number of lates / very lates) will be included in full written reports. The Primary and Secondary schools will also send an information letter each term with this data included and the thresholds being met.

### **Strategies For Promoting Attendance**

At NCBIS the staff and Board endeavour to support parents in the responsibility of attendance by:

- Providing an environment in which pupils feel welcomed and valued. The school's ethos demonstrates that pupils feel that their presence in school is important, that they will be missed when they are absent/late and that follow up action will be taken
- Making every effort to match learning tasks to pupils' needs
- Collating attendance data weekly and termly and annually and analysing it in order to help identify patterns, set targets, correlate attendance with achievement, and support and inform policy/practice
- Reminding parents regularly (via newsletters, parent handbooks, parents' evenings and workshops etc) of the importance of good attendance

### **Attendance Incentives**

Students with 100% attendance for a whole term will receive a certificate of recognition. Students with 100% attendance throughout the whole school year will receive a certificate and are celebrated in an annual whole school celebration. Class with the best attendance will receive special rewards periodically.

### **Attendance Contracts and Expectations**

Whilst the aim for all students is to achieve 100% attendance, realistically the school's expectation is 97% or above. If a student drops below 90% attendance this is a cause for concern. If a student drops below 80%

attendance then parents will be contacted and an attendance target agreement will be made. If this agreement is not met by the end of the academic year then the school withholds the right to hold students back a year as moving them up to the next year group after such a large amount of missed learning would not be suitable. This will be decided on a case by case basis and in conversation with the relevant Head of School and Principal with the board's approval. In case of a student in Year 11 / 13 (as these are the final examination phases) who falls below 80% attendance and does not meet their attendance target agreement by the end of the year, then the school maintains the right to decide on whether to enter that student for examinations and / or their right to graduate.

**Please ensure to read the following pages for the listed appendices**



**Appendix 1 doc**

NCBIS School procedures for maintaining registers

Procedure	Person Responsible
1. Registers must be taken at the start of the morning session and once during the afternoon session	Class/Form Tutors
2. On each occasion school must record whether a child was present or absent.	Class/Form Tutors
3. Pupils should only be marked present if they are in the room when the register is called	Class/Form Tutors
4. Spaces must not be left in the register Class/Form Tutors	Class/Form Tutors
5. Informing office manager of parental communications providing reasons for absence	Class/Form Tutors to forward all such communications to the Office Managers daily.
6. Additional requirements about times, school procedures etc.	7.50am registration opens 8.10am registers close 12.20pm registers open 1.30pm registers close
6. Identifying and following up on unexplained absences daily	Primary and Secondary Office Managers

## Appendix 2 NCBIS SIMS codes - Key

### SIMS Codes

Code	Description	Meaning
/	Present (AM)	Present
\	Present (PM)	Present
B	Bereavement	Death in the family
C	other authorised circumstances	authorised absence
D	unauthorised by DHT	unauthorised absence
E	Excluded	authorised absence
F	Present in school but off timetables	
G	Security concern	
H	Annual family holiday (agreed)	
I	Interview	
L	Late	
M	Medical/ Dental	
N	No reason yet provided for absence	
O	Off site education	Approved Education Activity
P	AC, MUN, CIBSA, Visa for School Trips, Enforced closure	





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R	Religious/ Cultural	
S	Study leave	
T	Evacuation and emergency travel	
V	Visa and Embassy	
W	Work Experience	
X	non-compulsory School age absence	
-	all should attend/ no mark record	

## Appendix 2 Doc

### Leave of absence in exceptional circumstances

School Leadership may only grant leave of absence for exceptional circumstances. The following are examples of agreed exceptional circumstances to guide the Leadership Team when considering a leave of absence requests.

Before deciding whether to authorise leave of absence the leadership team will consider:

- The impact on the student's academic progress of any absence.
- The pupils' attendance over the academic year.
- Whether the leave falls within any assessment cycles.

#### Examples of exceptional circumstances where leave may be granted during term time:

- Funeral of parent, grandparent or sibling – The Leadership Team should use their discretion having heard from parents about travel and funeral arrangements and taking into account the distance to be travelled.
- Sudden loss of housing through family circumstances
- Serious illness of a close relative.
- Out of school programmes such as music, arts or sports operating at a high standard of achievement.
- Religious observance – “on any day exclusively set apart for religious observance by the religious body to which the student's parents belongs”. This would include the Islamic Eids, as well as religious observance days of the orthodox Christian, Jewish and other religions.
- Weddings of parents and siblings – weddings can be arranged at weekends or during school holidays; however we acknowledge that there are times when the dates are dependent on other factors. Leave should only be authorised for this purpose when a The Leadership Team is satisfied that there is a persuasive reason for holding the wedding during term time.
- In difficult family situations The Leadership Team may use their discretion in granting leave, for example where natural parents are separated. Each case should be addressed on its individual merits, taking into account the overall welfare of the child.

#### Examples of circumstances NOT considered as exceptional:

- Holidays abroad for the purpose of visiting a sick relative, except where that person is seriously ill. Medical evidence may be requested.
- Pilgrimages by parents (eg. Hajj). These are rare but can result in children being away from school for significant periods of time (at least 5 days). They are not regarded as exceptional as children themselves do not perform Hajj, but tend to travel with their parents when they go.



- Holidays taken in term time due to lower cost/parental work commitment

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