

Attendance Policy

XCL Education Malaysia



Approved by:	[Anthony Partington]	Date: [1 Aug 2024]
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Policy Statement

Attendance in school and punctuality is essential for successful attainment. The odd day off here and there soon mounts up to a significant impact on learning. Reasons for absence must always be communicated to the school.

The National Foundation for Educational Research in the UK (www.nfer.ac.uk) has shown that there is a significant association between absence and attainment. Therefore all parents should ensure that their child is at school every day of the school year except for illness or other unavoidable reasons.

If a child is sick, parents should ring in or send a sick note to explain the absence, as does late arrival resulting in missing lesson time in the morning. The School’s guidelines for attendance are as follows: 98% excellent, 96% good, 92% satisfactory and less than 92% unsatisfactory.

The school cannot authorize absences. Absences of more than 48 hours without the support of a sick note will be worked as unauthorized absence. If a child needs to miss school for any other reason this should be requested in writing to the Head of Primary/Head of Secondary.

Scope

This policy applies to all students and their families before, during and after their admission to the school.

Expectations

We expect that all our students will:

- Attend school regularly and attend all lessons.
- Arrive on time to school and to all lessons.
- Be properly prepared and equipped for the day’s learning.
- Be fully involved in all lessons.
- Follow correct procedures for attendance and punctuality.
- Be responsible for carrying out any work provided by the school during an authorised absence period.

We expect that Parents/Guardians will:

- Place a high priority on attendance and achievement.
- Not allow their child to have time off school unless it is unavoidable.
- Endeavour to keep health appointments out of school hours where possible.
- Endeavour to keep holidays out of term time.
- Inform a member of staff (usually Class Teacher/Form Tutor or Head of Year) of any reason or problem that may hinder their child from attending school.
- Work with the school to resolve issues where possible and ensure good attendance and punctuality.
- Ensure their child is punctual to school.
- Contact school, either by email to the Class Teacher/Form Tutor or Head of Year, or by telephoning reception on the first morning of absence, preferably before 8:20 a.m., whenever their child is unable to attend school.
- In the event of the student contracting an illness or suffering an injury which would make an absence of 3 days or more likely, parents should inform the school immediately, and subsequently keep the school informed on progress.

We expect that the Form Tutor / Class Teacher will:

- Set an example by having good attendance and arriving on time to registration – Teachers should be in the class room by 7.45 a.m.
- Take the register at 7.55 a.m. Accurately mark attendance only when you see the student or have a note from another teacher of the student being involved in a practice or activity.
- Explain the need for and promote habits of regular attendance and punctuality with the group and individuals.
- Ensure absence notes are received and record reasons of absence accurately.
- Contact home if a student is absent from school without a reason – this will happen during or after the first day of absence.
- Alert the Head of Year if a student has been absent for 2 days or more and parents have failed to contact school or answer email requests.
- Check students' record for late slips during other lessons.
- Alert the Head of Year regarding any concerns about absence and punctuality if action they have taken proves ineffective.
- Keep a record of all intervention.
- Celebrate attendance and punctuality appropriately for the year group e.g. displays, certificates, letters home, etc.
- Ensure the students fill in the attendance and punctuality tracker in their planners.
- Refer to attendance and lateness when writing report using the following language
 - Outstanding - 100%
 - Excellent >98%
 - Very good >96%
 - Good > 95%
 - Satisfactory > 94%
 - Unsatisfactory < 94%
 - Unacceptable < 92%

We expect that the Head of Year will:

- Promote good attendance and punctuality within his/her year group to ensure targets are met.
- Collate an attendance and punctuality data sheet at least monthly and give to Class Teachers/Form Tutors to discuss with their classes.
- Use a monthly attendance display to raise awareness for 100% attendance.
- Ensure all Form Tutors/Class Teachers are familiar with and follow the Attendance and Punctuality Policy.
- Provide support and training for Class Teachers/Form Tutors as required.

- Monitor and supervise the work of their year team in promoting and ensuring good attendance and punctuality.
- Use monthly data analysis to identify individuals and groups. The Head of Year will be looking for:
 - Unauthorised absence
 - Frequent short absences, particularly where a pattern emerges; e.g. every Thursday
 - Persistent lateness
 - Assign the students into the following categories:

Attendance

- 96 – 100% - GREEN
- 94 – 96% - ORANGE
- Below 94% - RED

RED – Head of Year will decide on the best intervention method according to the individual circumstances of each student.

Punctuality

- 96 – 100% - GREEN
- 94 – 96% - ORANGE
- Below 94% - RED

RED – Head of Year will decide on the best intervention method according to the individual circumstances of each student

Interventions may include:

- A priority mentoring session with the Class Teacher/Form Tutor.
- The Head of Year meets with the students to discuss any issues.
- The school counsellor meets with specific students.
- Letter or home phone call outlining concerns.
- A parents meeting with form tutor/Head of Year/Head of Key Stage recorded in the Attendance/Lateness Meeting with Parent Form.
- If it persists, meeting with Head of School and Attendance/Lateness form is filled and reviewed.
- Keep a record of all interventions and monitor improvements in attendance and punctuality.
- Ensure parents send an application for holidays/known absence.
- Follow-up the Stepped Response for follow-up action.
- Persuade parents not to take/plan holidays during term.

Rewards

Students who have improved attendance and/or punctuality will receive a letter home

Students with 100% attendance and no lateness will be rewarded at the end of each term and year groups with the best attendance will also be rewarded. Head of Year will decide on appropriate rewards for their year group, which may include:

- Certificates
- Mention in a school assembly
- Note in the planner or email/letter sent to parents

In case of repeated tardiness and absenteeism the following applies:

Offence	Frequency	Implications
<p>Tardiness – this refers to being late in coming to school at the start of the school day and to instances of being late to lessons within the school day</p>	<p>The first five(5) incidents of tardiness in a short period of time such as an academic term</p>	<p>Written warning to student and notify parents by Form Tutor/Head of Year. Tardiness will be noted in the student’s progress report.</p>
	<p>Up to an additional three(3) instances of tardiness in a short period of time, such as a month</p>	<p>Parents and student to be called to a meeting with the Principal. Parents and student to sign a written pledge not to repeat the offence. Tardiness to be noted in student’s progress report.</p>
	<p>Any additional incidents to the above</p>	<p>At the discretion of the school, decision might include one or more of the following:</p> <ul style="list-style-type: none"> - Community hours at the school or beyond. - Detention during school break or after school hours. - Temporary suspension for up to three days where the student will receive a “zero” on any test administered during suspension days. - A written notice announcing refusal to re-enroll the student in the school for the following academic year.
<p>Absenteeism – this refers to frequent or habitual absence from school or from lessons without a valid medical or family related excuse.</p>	<p>The four(4) incidents of absenteeism in a short period of time such as an academic term</p>	<p>Written warning to student and notify parents. Absent days will be noted in the student’s progress report.</p>
	<p>Up to an additional three (3) instances of absenteeism in a short period of time, such as a month.</p>	<p>Parents and student to be called to a meeting with the Principal. Parents and student to sign a written pledge not to repeat the offence. Absent days to be noted in students’ progress report.</p>
	<p>Any additional incidents to the above</p>	<p>At the discretion of the school, decision might include:</p> <ul style="list-style-type: none"> - Community hours at the school or beyond. - Detention. - Temporary suspension for up to three days where the student

		<p>will receive a “zero” on any test administered during suspension days.</p> <p>A written notice announcing refusal to re-enroll the student in the school for the following academic year.</p>
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Procedure

- The school expects all children/students to be in the respective classroom/form rooms by 7:45 a.m. Registration is between 7:50 a.m. – 8:15 a.m. The school gate is closed at 7:50 a.m.
- Class Teachers (primary) and Form Tutors (secondary) fill in the electronic register at the beginning of each day by 08:10 a.m. at the latest. The register must then be closed. If this timing is not adhered to, Heads of Key Stage must be informed. An SMS to parents of absent children is sent by 08:45 a.m.
- Any child arriving after 7:50 a.m. is required to log in at the security and get a late slip from the security and submit it to the Class Teacher/Form Tutor. Child arriving after 8.10 a.m. will submit to respective secretary in secondary.
- Each time a child arrives late, parent/child is spoken to. Upon two late slips, Class Teacher/Form Tutor either writes or calls the parent. If regular lateness impacts on learning then a meeting must be called. All late slips and record of phone call/email/note in planner needs to be shared with parent in the meeting. Notes will be taken using the lateness and attendance form and a record kept that meeting has taken place.
- Attendance is updated as parents ring in or email with sickness information.
- Any pertinent information about the reason for absence should be communicated to the Class Teacher/Form Tutor.
- Class Teachers/Form Tutors should be vigilant with regard to poor attendance and/or punctuality on a weekly basis and discuss any attendance and/or punctuality concerns with the Head of Year and parent.
- Heads of Years and Heads of Key Stages should review this action each month.
- Where a concern is identified or upon two consecutive absences/two lates in a week, the Class Teacher/Form Tutor will make a telephone call to the parent to share the concerns/find out any background information.
- The concern will be monitored on a weekly basis; if it continues, parents will be asked to attend a meeting with the Head of Year and Head of Key Stage. This will be recorded in the Attendance/Lateness Meeting with Parents Form.
- A formal letter will follow this meeting confirming the discussion.
- If a parent is unable (without good reason) to ensure the timely and/or regular attendance of their child to the extent that the child’s learning is affected then the school must reconsider the continued registration of the child in the subsequent year.

Late Pick-Ups (Primary)

- Children (Years 1-4) should be picked up no later than 2:15 p.m. from the respective collection area. Children are then brought to FS area at 2:15 p.m. If parents fail to pick-up till 2:30 p.m., a call is made. Parents who pick-up after 2:30 p.m. are asked to log in the late register. If it continues, Head of Primary will meet the parent personally.
- Parents who are persistently late will be rung by the Front of House staff (PA to Head of Primary, PA to Head of Secondary and PRE).
- Parents will meet with respective Head of School if they are persistently late to pick up.

Late Pick-Up following after school learning opportunities or clubs

- After school learning opportunities and clubs finish at 3:45 p.m. Parents should collect promptly from the room where the activity takes place.
- Teachers should wait with children until 3:50 p.m. and then take any children who have not been collected down to reception and enter names in the late pick-up register.
- Head of School will then phone parents and children have to be seated in reception until collected. When the child is collected the parent/carer must sign and write the time of collection in the late pick-up register with Security. Head of School will discuss the importance of prompt pick-up. Continued late pick up will result in the child not being allowed to attend activities/clubs.

Confidentiality and Privacy

Refer to the School Data Protection Policy.

Supporting Documents

- The Schools Terms and Conditions
- Data Protection Policy
- Safeguarding and Child Protection Policy
- Anti-Bullying Policy
- Learning & Teaching Policy
- Equal Opportunities Policy
- Home School Agreement (Parents' and Students' Handbook)

Responsibility

- The School Principal is responsible for monitoring the implementation, outcomes and scheduled review of this policy and its accompanying procedure/s.
- The School Registrar is responsible for maintaining the content of this policy as delegated by the School Principal.

Promulgation & Implementation

The Admissions Policy and Procedure will be communicated throughout the School community in the form of:

1. An announcement notice via briefings and email;
2. Distribution of policy via e-mail to all staff to whom this may apply;
3. Inclusion on the school website and parent portal (where applicable) to ensure parents also know of the policy.