Policy	Attendance Policy			
Approval Date:	October 2024		**Next review:**	October 2025
Review Cycle:	12 months			
Scope	**Whole Group**	☐	**Whole School**	✓
	International Primary	☐	**National Primary**	☐
	International Secondary	☐	**National Secondary**	☐
Ownership:	Campus Principal		**Approved by:**	Senior Leadership Team

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1. Introduction

Safeguarding: is ***everything*** we do in school to keep students safe, healthy, happy, and therefore learning.

Regular and punctual school attendance is of vital importance in ensuring that all students have full access to the curriculum. Valuable learning time is lost when children are absent or late. Students should be at school, on time, every day the school is open unless the reason for the absence is unavoidable. There is a school expectation that every pupil attends school for 100% of the school year unless prevented from doing so due to medical issues. Absence from school leads to lost learning opportunity. The impact of this is illustrated below:

% Attendance	Days Missed	Learning Missed
100% attendance	0 days missed	0 days learning missed
95% attendance	9 days missed	1 week and 4 days of learning missed
90% attendance	18 days missed	3 weeks and 3 days of learning missed
85% attendance	28.50 days missed	5 weeks and 2 days of learning missed

This policy is part of a suite of policies in place in Tenby Schools Penang (TSP), the purpose of which is to safeguard students and protect them from harm. It should be read in conjunction with the following:

- [Safeguarding Policy](#)
- Staff Handbook
- [Parents' handbook](#)

Vision

We exist to grow the world's most curious, confident minds.

Mission

Tenby Schools Penang is on a journey to deliver a transformative education to our families and students that will spark their curiosity and grow their self-confidence, knowledge and life skills that will help them thrive now and throughout their lifetime".

Values

Our STEAM Six are the very compass that guides every action, every lesson and every interaction within our community. These values empower our learners to not just acquire knowledge, but to fuel their curiosity, building confidence, and equip themselves for any challenge that life throws their way:

• The courage to EXPLORE
• The energy to INNOVATE
• The mindset to GROW
• The resilience to PERSEVERE
• The compassion to LEAD
• The skills to SUCCEED

2. Aims of Policy

This policy aims to show our commitment to meeting our obligations with regards to school attendance, through our whole-school culture and ethos that values good attendance, including:

- Ensuring all of the Tenby Community understand the link between attendance and attainment.
- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend school
- Ensuring accurate attendance is maintained to support the known whereabouts of our students at all times to keep them safe.

3. Rationale for our focus on attendance.

i. Impact on Learning
Every day a student is absent from school equates to a day of lost learning. Learning refers to all the activities and experiences which occur in school, not just subject or classroom-based activity. One day of absence every other week equates to **one full month** of lost learning opportunity across an academic year.

ii. Skills for Life
Having good attendance, punctuality and resilience is a skill for life. Students need to learn resilience -to keep going when they feel like giving up. Success in life and in the workplace depends on this.

iii. Safeguarding and Student Protection
Ensuring our students are safe, healthy and happy is a priority for us; a drop in attendance can be a sign that something is not right so we monitor it to enable us to pick up any welfare issues quickly and to provide support where needed.

iv. Attendance
Attendance is taken throughout the day– first thing in the morning to register a student's attendance and during the day by the class teacher using the iSAMS system.

5. Roles and responsibilities

The Head of School / Senior Leader i/c Attendance
The headteacher is responsible for:
- The implementation of this policy in the school setting.
- Monitoring school-level absence data and reporting it to the Campus Principal
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Monitoring the impact of any implemented attendance strategies
- Issuing advisory / warning letters as required in line with this policy
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, where pupils with SEND face in-school barriers
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and

parents through all available channels

Pastoral Leads:

Pastoral leads in each school are responsible for:

- Leading, championing and improving attendance across the school
- Having a strong grasp of absence data
- Regularly monitoring and evaluating progress in attendance
- Supporting staff with monitoring the attendance of individual pupils
- Liaising with pupils, parents/guardians where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers as required under an Attendance Improvement Meeting (AIM) plan
- Delivering targeted intervention and support to pupils and families
- Ensure all morning registers are taken accurately and promptly, following up any concerns with staff
- Support the teachers to ensure good attendance is achieved.
- Analyse attendance regularly to identify patterns and reasons for non-attendance and poor time keeping.
- Ensure effective liaison between members of staff with regard to vulnerable students.
- Provide attendance and absence data to the Assistant Heads / Heads of Schools, as required.
- Liaise with the DSL to address individual student issues which are barriers to expected attendance and good punctuality.
- Attend meetings regarding attendance as required and complete an attendance plan and communicate with parents.
- To organise the provision of work for all excluded pupils and long-term absentees.

Tutors/Class Teachers

Tutors and class teacher (primary) are responsible for the day-to-day welfare and care of the students in their tutor group and/or class. They are best placed to spot the early signs of attendance concerns. They will:

- Be aware of and communicate to students and parents the link between attendance, attainment and safeguarding.
- Give attendance and punctuality a high profile.
- Encourage and promote good attendance.
- Ensure all registers are taken accurately and promptly.
- Liaise with parents regarding first day absence and ensure information is passed to the relevant school secretary
- Be sensitive to the needs and circumstances of returning students.
- Monitor patterns of absence and share issues
    - Primary: Head of school / Assistant Head Teacher (STS)
    - Secondary: Head of Key Stage / Assistant Head Teacher
- Ensure that any student who is 'late' i.e., they were late after the register has closed has followed the school procedure and is in receipt of a late slip (only in secondary).
- Report any ICT or iSAMs issues promptly to the school secretary.
- Communicate absence patterns to the relevant pastoral / school leader.
- Immediately report any sudden / unexpected absences i.e., where a student has been marked present at registration but has not arrived at the lesson, by email to address below.

TIPS (International Primary)	sharon.wiessy@tenby.edu.my
STPS (National Primary)	danaletchumi.balakrishnan@tenby.edu.my
TISS (International Secondary)	Lydia.Chou@tenby.edu.my
STSS (National Secondary)	danaletchumi.balakrishnan@tenby.edu.my

School Secretary

School secretaries have a detailed overview of daily absence. They will form a key connection between those taking registers and those reporting absence (ie parents / guardians.) They will:

- Take calls and action any portal notifications of absence on a day-to-day basis and record in the school system.
- Amend registers to reflect late comers (secondary school)
- Issue late slips for latecomers (secondary)
- Issue leaving school early slips for primary and secondary students leaving early.
- Complete any relevant information in the comments box in iSAMS about student absence.
- Print out student attendance (fire lists)
- Prepare attendance and punctuality letters under the direction of the Senor Leaders i/c of attendance.
- Ensure any contacts are transferred to relevant pastoral lead where appropriate to support more detailed support / guidance to ensure high levels of attendance.

Safeguarding Team (DSL and Deputy DSLs)

They will:-
- Ensure this policy is communicated and followed, highlighting the link between attendance and wellbeing.
- Carry out spot check on registers
- Support staff in the promotion of excellent student attendance

Student and Parent responsibilities

Students

All students, with the capacity to do so should:

- Aim for 100% attendance.
- Be punctual for morning registration.
- Be punctual for every lesson and avoid late arrival.
- Avoid missing parts of lessons but using the restroom, filling water bottles etc. during transition, break and lunch times.
- Remain in school during the school day.
- Bring in a note from home, when requested, explaining the reason for any absence or lateness.
- Let parents and staff know if they are experiencing any problems in school that is impacting on their attendance or punctuality. e.g., difficulties with homework, classwork, or bullying etc. so that support can be offered

Parents

To support our attendance and learning aims, all parents and guardians will:

- Ensure their child/ren arrive at school on time, in the correct uniform, with the correct equipment and in a good mindset to learn.
- Inform the school of the reason for absence on the first day if at all possible by 08.00hrs by using the online form available in School Buddy
- Always provide an explanation for absence (wherever possible at start of first day and then to keep the school informed throughout the absence on each subsequent day).
- Make all appointments e.g., doctors, dentists, opticians etc. **out of school hours** wherever possible.
- Provide school with copies of appointment cards for appointments made within school hours
- Contact the school if they are having difficulty getting their child/ren into school for any reason e.g. family issues, transport issues
- To work with the school to resolve any problems concerning unauthorised absence or low attendance
- To provide medical evidence when requested by the school.

6. Recording Attendance via Attendance Registers

i. Morning registers – morning registration is taken at

TIPS (International Primary)	8.00 am
STPS (National Primary)	8.00 am
TISS (International Secondary)	7:45 am
STSS (National Secondary)	7.50 am

Students who arrive after the designated time will be classed as being late. Students who are repeatedly late may be required to serve a sanction, in line with individual school's Code of Conduct. This usually applies to our secondary schools. If a student arrives before the end of registration, they will be marked as late and the minutes recorded.

For health and safety reasons it is important that the school knows who is in the building at all times. **Students arriving late must report to the school secretary, sign in and collect a late slip to give to their teacher for H&S purposes**. The school secretary will amend the register to reflect the late arrival.

Lesson Registers- Secondary
In order to track students' whereabouts throughout the day, deal with any truancy and to ensure safety, secondary subject teachers will take a register at the beginning of every lesson to record absence and lateness. This ensures that any sudden absences that occur during the day are immediately picked up by the SLT and safeguarding team so that measures can be taken to locate the student.

CCA Attendance Registers
CCA teachers/coaches and the member of staff are responsible for CCAs are responsible for the safety of the students within their care and must be alert to non-attendance and truancy from CCAs
Attendance at all CCAs must be recorded either on a paper register or, where possible, on Engage at the start of the session. CCA registers will be spot checked on a regular basis by the CCA lead.

Attendance at in-school appointments

From time-to-time students may be asked to attend an in-school appointment e.g. with the school counsellor, nurse, Head of School etc. The adult making the appointment should ensure all the relevant staff know the whereabouts of the student by informing them of the date, time and place of the appointment in advance, if possible.

On returning to class the adult should inform the relevant staff via email.

7. First Day Absence Calls

TSP has in place a system of first-day calling. This means that parents may be called on the first day a student is absent without explanation to establish a reason for the absence, if the parent has not already called. The relevant secretary will make contact with home.

This helps to identify at an early stage, students who do not have a good reason for absence or who may be absent without their parents' knowledge. Where it is not possible to make contact with the first contact on the iSAMS system, we will try all other numbers provided for the student.

8. Study/Exam Leave

The respective secondary schools will publish the dates of when study leave will start and those students for whom study leave has been granted. In addition, the conditions of study leave will be outlined to the students and the parents, including the duty to let staff know where they will be studying and to sign in and out of the school.

Any student who wishes to come into school to work must sign in and register as being in school with the school receptionist. This is to ensure we have an accurate record of who is on-site, in the event of an emergency evacuation. Students should also sign out when leaving the premises.

9. Leaving the school premises

It is important, for students' safety, particularly in case of an emergency i.e. fire, that any student leaving the premises legitimately (e.g. for a medical appointment), or returning to school later in the day should sign out or in with the academic secretary or receptionist. An exit slip is required for all exits and **will not be issued, unless a parent has notified the School Secretary via School Buddy or email.**

10. Students with long term medical reasons for absence

Students, who are absent from school for medical reasons for an extended period of time (2 weeks or more) due to medical reasons will be supported by the school through a Health Care Plan compiled by the student, the parents, the DSL, counsellor and any other appropriate member of school staff, the school nurse and any other relevant professionals.

The plan will outline the arrangements to be put in place to give as much access to education as is possible and to ensure the student does not become socially isolated from his/her peers. The plan will be reviewed regularly as advised in the initial meeting to set up the plan.

11. Collection and analysis of data

The Head of School for each section of the school, working with their teams will ensure data is complete, accurate, analysed and reported to the Principal on a monthly basis and parents via the school reports. The data will inform the school's future practice to improve attendance. Data Manager to produce monthly reports to support this analysis.

The Head of School will monitor and analyse attendance and absence by:-
o Year group
o Tutor group
o Reasons for absence

Pastoral leads in each school will monitor attendance weekly.

12. Categorising Attendance (also see appendix A for register codes)

A mark will be made in respect of each student during morning registration. Any student who is not present in the room at this time will be marked as absent.

i. Attendance bands

%	Band	Description	Concern Level
95-100	Green	Expected	No concerns
90.00-94.99	Amber	Below Expected	Concern
Less than 90%	Red	Unacceptable	Acute Concerns

The bands are designed to flag attendance issues up very quickly so that staff can act to support students and families to improve attendance.

13. Categorising Absence:

Where pupils of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised.

Absence can only be authorised by the school and cannot be authorised by parents. All absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence has been received.

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness, or if a student's attendance has fallen below 92%. In such circumstances the school may ask the student's parent/guardian to provide medical evidence, such as a doctor's note, prescription, appointment card or other form of evidence

Parents/carers should advise the school by School Buddy, email to the relevant school secretary on the first day of unplanned absence by 8.00am or as soon as practically possible and provide the school with an expected date of return. We ask for parents to regularly update the school as we cannot assume a reason for absence.

Attending a medical or dental appointment will be counted as authorised as long as the student's parent/carer notifies the school attendance team in advance of the appointment. Please provide medical evidence of the appointment if a student's attendance has fallen below 92%. **However, we encourage medical and dental appointments to be made out of school hours where at all possible. Where this is not possible, a student should be out of school for the minimum amount of time necessary.**

We recognise the opportunities that extra-curricular activities can offer our students, such as arts and sports. We are happy to authorise these with an official supporting letter from the relevant organisation, providing that the student currently has an attendance at school of over 92%.

Where unexplained absence persists or absence is prolonged the school will follow up on this. The school may call the student's parent/carer and emergency contacts. An Attendance Improvement Meeting (AIM) will be called by a member of the school pastoral team if there are concerns about attendance that are impacting on a student's ability to learn effectively.

Leave of Absence

Parents wishing to apply for leave of absence during term time must send a written request to the Head of School before arrangements are made and, where possible, at least two weeks before the absence. A leave of absence request form is available via School Buddy. Each request will be considered

individually and all requests for leave of absence will be responded to in writing. Where a request has not been granted the letter should state the reasons why.

Where a request has been granted the letter will state:
- The expected date of return
- That parents must contact school should any delays occur.

The Head of School will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Head of School's discretion, including the length of time that the pupil is authorised to be absent for.

We define 'exceptional circumstances' as one off events which are unavoidable; examples may include the death of a close relative, attendance at a funeral, unavoidable visa travel back to home countries

Religious Observance

Tenby School acknowledges the multi-faith nature of our school community and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration of authorised absence or special leave for religious observance

It is reasonable for a parent to allow their children not to attend school on any day of religious observance if recognised by the parent's religious body.

Parents are requested to give advance notice to the school if they intend their child to be absent.

However, in the interests of fulfilling the academic requirements of the school and limiting the authorised absence rate of the school, it is identified as reasonable that no more than three days in total in any academic year be designated for any individual occasion of religious observance/festival. Any further absence will be categorised as unauthorised.

14. Term- Time Holidays
As an International School we recognise that families and students may need to travel long distances, and in line with our Vision, Mission and Core Values (see above) we support families who wish to broaden their children's minds through travel. However, we also recognise the link between attendance and academic achievement so will look at overall attendance before reaching a recommendation. If a student's attendance falls below 95% any in-term request will be politely refused and will automatically be logged as unauthorised.

Parents should submit a request, in writing to the Head of School at least two weeks prior to the proposed holiday.

TPS will consider every application individually.   Please note the TSP will not authorise a holiday during external examinations e.g. IGCSE Examinations

15. Provision of Catch-Up work for absent students
Work will only be provided, on request from a parent, if the student has been absent due to a long-term illness. In all other absences the student is expected to ensure they catch up, where appropriate, themselves. The school will also support those students who are absent due to participation in a school related activity or where they are representing the school, state or country.

If parents take students on holiday during term time, the school will not provide work for the student.

APPENDICES

Appendix A – Duplicated from page 3.

Appendix B Accountability framework (quick reference)

Tutors/ Class Teachers
- Daily -Take attendance at morning registration- promptly and accurately
- Follow up reasons for absence
- Report concerns

Class/subject teachers/ specialist teachers
- Take lesson registration promptly and accurately alerting the appropriate staff to any missing students (secondary)
- Termly – look for patterns of non- attendance at your lesson- report concerns to relevant Heads of Key Stage (TISS) / Assistant Head (STSS) / Head of School (TIPS)l

Heads of Key Stage / Pastoral Leads
- Ensure attendance concerns are a regular part of meeting agendas.
- Follow up with students any patterns of absence.
- Communicate concerns to line manager

School Secretary
- Check that all morning registers have been completed - sending a reminder email if incomplete
- Make the 'first day absence' calls as required
- Issue late slips and amend register accordingly
- Print 'fire list'

Heads of Schools/ DSL
- Maintain a regular focus on good attendance by students and good recording of attendance by staff
- Use link meeting opportunities to check absence and discus students of concern
- Ensure attendance is discussed as part of the safeguarding agenda item on all leadership meetings
- Liaise with subject leaders, pastoral leads as required, to look at any patterns of absence
- Flag any issues or concerns to DSL / Campus Principal

Appendix C: Template Letters:
The following hyperlink take the reader to the relevant template letter for each situation indicated:

- [Unexplained Absence](#).
- [Unexplained Medical Absence.](#)
- [Persistent Lateness.](#)
- [Attendance Warning: Above 90% but below 95% (Sent after monthly analysis.)](#)
- [AIM Invitation: Persistence Absence of below 90% - Attendance Improvement Plan Required.](#)
- [AIM – Attendance Improvement Plan Template.](#)