

Tenby International School Setia EcoHill Attendance Policy

Policy	Attendance Policy			
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Scope	Whole Group	<input type="checkbox"/>	Whole School	<input type="checkbox"/>
	International Primary	<input type="checkbox"/>	National Primary	<input type="checkbox"/>
	International Secondary	<input type="checkbox"/>	National Secondary	<input type="checkbox"/>
Ownership:	Designated Safeguarding Lead	Approved by:	Group Health and Safety Director	

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1. Introduction

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

Every single day a student is absent from school equates to a day of lost learning.

This policy is part of a suite of policies in place in Tenby International School Setia EcoHill (TISSEH) the purpose of which is to safeguard students and protect them from harm. It should be read in conjunction with the following:

- Safeguarding Policy
- Behaviour Policy
- Staff Handbook
- Parents' handbook

Our Vision



ISP Vision

To be the leading international schools group of quality and scale, with schools of choice recognised across local communities and the global education sector for **amazing learning**, ambition and growth.

2. Our Purpose

The International Schools Partnership has a clear purpose:

We are a focused, growing and financially secure group of schools. All our schools:

- Help students and students learn to levels that amaze them.
- Inspire students and students to be successful now and equip them to be successful later.
- Are truly international, working in partnerships within and across regions, cultures and languages.
- Aim to be the first choice for children, students and their families, wherever we are.

3. Our Principles

Our **principles** emphasise and underpin how we do what we do.

We:

- **Begin with our children and students;**

Our children and students are at the heart of our business. Simply, their success is our success.

- **Treat everyone with care and respect;**

We look after one another, embrace similarities and differences and promote the well-being of each other.

- **Operate effectively;**

We focus relentlessly on the things that are most important and will make the most difference.

- **Are financially responsible;**

We make financial choices carefully based on the needs of the students, students and our schools.

- **Learn continuously**

Getting better is what drives us.

4. Aims of Policy

- To ensure all of the Tenby Family understand the link between attendance and attainment
- To ensure accurate attendance is maintained so that the whereabouts of students is known at all times
- To proactively monitor attendance in order to pre-empt any learning, social, emotional or well-being concerns

5. Attendance

Attendance is taken once a day– first thing in the morning by the tutor*. Using the Engage system. A student's attendance record is calculated from this figure. * (see definition of tutor below section 4v)
In addition, attendance to individual lessons is recorded in the Secondary School and can be accessed by parents on Engage.

6. Rationale

i. Learning

At TISSEH learning is a process of repeated experiences by which we hardwire getting better at knowledge, skills and understanding through good struggles in different ways and over different time periods. This can only be fully achieved through excellent attendance. Every single 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.

ii. Skills for Life

Having good attendance and punctuality is a skill for life. As is resilience, and students need to learn resilience -to keep going when they feel like giving up.

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.

7. Roles and responsibilities

The School

- i. Principal
 - ii. Designated Safeguarding Lead -Head of Primary
 - iii. Deputy Designated Safeguarding Lead -Head of Secondary Pastoral
- The Designated Safeguarding Lead -Head of Primary and the Deputy Designated Safeguarding Lead - Head of Secondary Pastoral roles also include the function of Attendance Leads for their respective schools.

They will;

- Ensure safeguarding is an agenda item on every Leadership Team meeting agenda – both whole school and in each individual school, middle and senior.

They will;

- Ensure this policy is followed
- Provide half termly reports on attendance, absence and actions to address any concerns if required (see appendix B)
- Support staff in the promotion of excellent student attendance
- Ensure attendance is discussed as part of the safeguarding agenda item on all leadership meetings within their school
- Liaise with Heads of Department and Heads of Year, as required, to look at any patterns of absence

The Attendance Leads for 2024-2025 are:

Primary	Ms Tracy Huxtable <i>Supported by the Counsellor, HoDs & school secretary</i>
Secondary	Mr Jeffrey Elliot Supported by the Counsellor, HoDs & school secretary

They will also;-

- Be aware of and communicate to staff, students and parents the links between attendance and attainment
- 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
- Provide attendance and absence data to the Heads of Schools or Campus Principal, as required
- Address individual student issues which are barriers to expected attendance and good punctuality
- Attend meetings regarding attendance as required
- Co-ordinate in-school restorative/circle time sessions as necessary
- Meet with students and their parents/carers to investigate poor attendance and devise strategies to improve attendance
- Ensure effective liaison between members of staff with regard to vulnerable students
- Maintain confidentiality
- Ensure that regular liaison with parents, regarding absences and the reasons for absence, takes place

i. Tutors/Class Teachers (Primary)

For ease of writing, the term ‘tutor’ refers to either of the above.

Tutors 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 and attainment and safeguarding
- Ensure all morning registers are taken accurately and promptly
- Report any ICT or Engage issues promptly to the Data Manager- Ms Shahidah
- Communicate concerning patterns of absence to
 - Primary: Heads of Year/ Head of Primary
 - Secondary: Head of Pastoral
- Liaise with parents regarding absences

ii. Class/Subject Teachers- including Specialist Teachers

will:-

- Be aware of and communicate to students the link between attendance and attainment
- 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
- Let the relevant staff know if students, who are marked as present, are missing from their lessons
- Ensure all lesson registers are taken accurately and promptly
- Immediately report any sudden absences i.e., where a student has been marked present at registration but has not arrived at the lesson, by WhatsApp to the Heads of Schools. Also by email, as a minimum it should include the named staff below.
- Report any ICT or Engage issues promptly to The Data Manager- Ms Shahidah
- Communicate patterns absence to the relevant pastoral leader in their section of the school

vi. Safeguarding Team (DSL, DDSL, Counsellor)

will:-

- Be aware of and communicate to staff and students the link between attendance and attainment
- Carry out spot check on registers
- Report any ICT or Engage issues promptly to the Data Manager
- Ensure (teaching) staff report any sudden absences, e.g. where a student has been marked present at registration but has not arrived at the CCA, via email or other more convenient method (e.g. WhatsApp) to the following:

vii. Administrative Staff

Receptionists (Ms Amira & Ms Im) & CCA manager (Mr Azim)

will:-

- Carry out first day absence calls (see section 7 below) of secondary & KS2 students
- Amend registers to reflect late comers in the secondary school and KS2.
- Issue late slips for secondary & KS2 latecomers
- Issue leaving school early slips for secondary students & KS2 leaving early
- Ensure all CCA registers are taken accurately and promptly- Call home to ascertain the whereabouts of secondary students who are absent (unauthorized)

Academic Secretary Primary (Ms Yana)

will:-

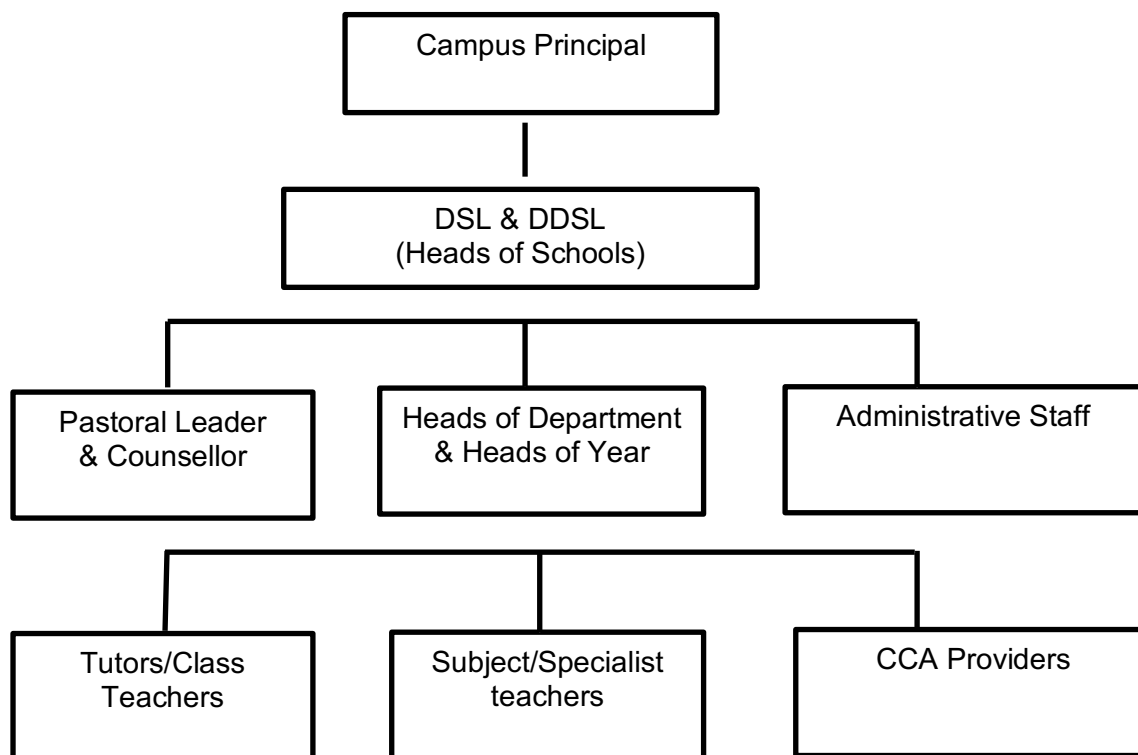
- Carry out first day absence calls in the Primary School EY and KS1 (see section 7 below)
- Amend registers to reflect late comers EY and KS1
- Issue late slips EY and KS1
- Issue leaving school early slips for primary students leaving early EY and KS1
- Complete any relevant information in the comments box on Engage about student absence

Engage/ Data Manager

will:-

- Print out student attendance (fire lists)

8. Accountability and Monitoring Process



viii. Students

All students, with the capacity to do so, must

- Aim for 100% attendance
- Attend and be punctual for morning registration
- Attend and be punctual for every lesson
- Remain in school during the school day
- Bring in a note from home, when requested, explaining the reason for any absence, lateness or request a 'Leave of Absence Notification Form' parents to complete in advance
- 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

vi. Parents

Parents must;

- Ensure their child/ren arrive at school on time, in the correct uniform, with the correct equipment and in a condition to learn
- Contact the school on the first day of absence by 08.30hrs
- Provide a note for the tutor/ class teacher explaining an absence/lateness or advise via a phone call, Teams, Engage or Class Dojo as appropriate.
- Make all appointments e.g., doctors, dentists, opticians etc. out of school hours wherever possible.
- Contact the school if they are having difficulty getting their child/ren into school for any reason e.g. bullying, difficulty with work, family issues
- Provide a medical certificate if their child/ren has been absent due to illness for more than 3 days
- Work in partnership with the school to ensure expected attendance

1. Registers

i. Morning and afternoon registers

Morning registration is taken at 7:50am

Students who arrive after 8:00am will be classed as being late. Students arriving after 8:00am will report to the academic secretary (primary) or the receptionist (secondary) to receive a late slip. The students will not be allowed to enter the classroom without the late slip.

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 academic secretary or receptionist, sign in and collect a late slip to give to their teacher for H&S and safeguarding purposes.

In Primary EY & KS1 the secretary will amend the register to reflect the late arrival, in KS2 and Secondary the register will be amended by the receptionist at the main lobby.

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.

ii. 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 DDSL & the DSL.

iii. 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, Teams or WhatsApp (class teacher, academic secretary, etc)

9. First Day Absence Calls

TISSEH has in place a system of first-day calling. This means that parents will 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.

If by 8:30am no contact has been made by a parent to give a reason for an absence the relevant academic secretary/receptionist 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 Engage system, we will try all other numbers provided for the student.

Primary parents are advised to call the secretary, informing a teacher just Class Dojo may not be enough.

10. First Day Absence Calls

Post – registration truancy occurs when a student goes missing from school or is still in school but missing from lessons, having previously registered. This means the student could be in an extremely vulnerable position and be placing themselves at risk. Tutors/teachers and CCA providers will ensure they are vigilant and maintain accurate registers. They will immediately report any sudden absences by emailing or messaging via Teams or WhatssApp the following members of staff.

PRIMARY STUDENTS	
Head of Primary (HOP) / Designated Safeguarding Leader (DSL)	Mrs. Tracy Huxtable - tracy.h@tenby.edu.my
Academic Secretary	Ms. Yana - nureliyana@tenby.edu.my
SECONDARY STUDENTS	
Head of Secondary (HOS)	Mr Jeffrey Elliott- jeffrey.elliott@tenby.edu.my
Deputy Designated Safeguarding Leader (DDSL) & Head of Pastoral Secondary	Mr Simon Mitchell- simon.m@tenby.edu.my
School Receptionist/School Nurse #1	Ms. Nurul Alinatul Amira (Ms Amira) - nurul.alinatul@tenby.edu.my
School Receptionist/School Nurse #2	Raja Halimatussaadiah Binti Raja Ahmad (Ms Im) – raja.a@tenby.edu.my
IN THE CASE EITHER HEAD OF SCHOOL IS NOT AVAILABLE	
Campus Principal	Mr. Martin Shelley - martin.shelley@tenby.edu.my

If a student appears to have left the premises without authorisation the school will try to make contact with the parents immediately. If unable to contact parents and or locate the student the relevant authorities will be informed.

11. Study/Exam Leave

The school 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

12. 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 regular, agreed exits for all students

13. Students with long term medical reasons for absence

Students, who are absent from school for medical reasons for an extended period of time (4 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/DDSL, 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 half termly

14. 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 and parents. The data will inform the school's future practice to improve attendance

The Head of School will monitor and analyse attendance and absence by:-

- o Year group
- o Tutor group
- o Reasons for absence

Tutors will monitor attendance weekly

15. Categorising Attendance

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	Concerns
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.

16. Term- Time Holidays

As an International School we recognise that families and students may need to travel long distances. However, we also recognise the link between attendance and academic achievement so will look at overall attendance before reaching a recommendation. Parents should submit a request, in writing to the Principal at least two weeks prior to the proposed holiday.

TISSEH will consider every application individually, however only in exceptional circumstances will it be approved.

TISSEH will not authorise a holiday during external examinations e.g. IGCSE Examinations

17. 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 support those students who are absent due to participation in a school related activity.

Outline schemes of learning are available to look at on Engage and Class Dojo.

APPENDICES

Appendix A

Based on 180 days in a school year

% 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

Appendix C Accountability framework (quick reference)

Tutors/ Class Teachers (Primary)

- Daily -Take attendance at morning registration- promptly and accurately
- Weekly - check attendance - look for persistent absentees, patterns of absence
- Follow up reasons for absence
- Ensure students know which attendance band they are in
- Report concerns to pastoral leads

Class/subject teachers/ specialist teachers

- Take lesson registration promptly and accurately alerting the appropriate staff to any missing students (secondary)
- Weekly – look for patterns of non- attendance at your lesson- report concerns to HOD/Subject Leader/Head of Year

Heads of Department/ Heads of Year

- Ensure attendance concerns are a regular part of your department meeting agendas.
- Follow up with students any patterns of absence from your subject
- Pass any other attendance concerns onto the relevant pastoral leader

Academic Secretary/Receptionist

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

Engage Manager

- Print 'fire list'

Heads of Schools/ Attendance Leads

- Maintain a relentless focus on good attendance by students and good recording of attendance by staff
 - Line manage staff to look for early signs of attendance concerns
 - Report half termly to Principal
 - Promote the attendance band information
 - Ensure attendance is discussed as part of the safeguarding agenda item on all leadership meetings
 - Liaise with subject leaders, as required, to look at any patterns of absence
-
- Maintain a relentless focus on good attendance by students and good recording of attendance by staff

- Promote the attendance band information
- Analyse attendance regularly to identify patterns and reasons for non-attendance and poor time keeping
- Provide attendance and absence data to the Attendance Lead, as required

Heads of Schools, DSL, DDSL, Campus Principal

- Support staff in their roles
- Ensure that attendance is a regular part of the safeguarding agenda item
- Develop policy to ensure good attendance is achieved

Reporting to Principal

Headline figures

School Section	% overall attendance	% by year group breakdown							% in each band			
									Blue	Green	Amber	Red
Half term 1a												
Half term 1b												
Half term 2a												
Half term 2b												
Half term 2c												
Half term 3a												
Half term 3b												
Narrative- including actions for those in red and amber bands, persistent absentees, successes, safeguarding concerns												
1a												
1b												
2a												
2b												
3a												
3b												
Are there any patterns in the reasons given for absences?												
Any recommendations, for senior leaders to consider, which would help improve attendance?												