



<b>Policy</b>	Whole School Attendance Policy			
<b>Approval Date:</b>	November 2023	<b>Next review:</b>	November 2025	
<b>Review Cycle:</b>	<b>24 months</b>			
<b>Scope</b>	Whole Group	<input type="checkbox"/>	Whole School	<input checked="" type="checkbox"/>
	<b>Scope</b> International Primary	<input type="checkbox"/>	National Primary	<input type="checkbox"/>
	<b>Scope</b> International Secondary	<input type="checkbox"/>	National Secondary	<input type="checkbox"/>
<b>Ownership:</b>	Campus Principal		<b>Approved by:</b>	SEG-SLT

**TENBY SCHOOLS SETIA ECO GARDENS**

Tenby Southern Sdn. Bhd. (149336 -W)  
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Safeguarding: is EVERYTHING we do in school to keep children safe, healthy, happy and therefore learning.

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

This policy is part of a suite of policies in place in Tenby Schools Setia Eco Gardens. The purpose of which is to safeguard children and protect them from harm. It should be read in conjunction with the following:

- Overarching Safeguarding Statement
- Child Protection Policy
- Staff Handbook
- Parents' handbook

### **Aims of the policy**

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

### **Attendance**

Official attendance is taken once a day– first thing in the morning - by the class tutor/class teacher using the Engage system. A child's attendance record is calculated from this figure.

### **Rationale**

#### **Learning**

At Tenby Schools: Setia Eco Gardens learning is a process of repeated experiences by which we hardwire getting better at knowledge, skills and understanding through good struggling in different ways and over different time periods. This can only be fully achieved through excellent attendance. Every single day a child 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.

#### **Skills for Life**

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

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## Safeguarding and Child Protection

Ensuring our children 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.

### Roles and responsibilities

#### The School

- i. **Campus Principal**
- ii. **Designated Safeguarding Lead**
- iii. **Senior Leadership**

The Campus Principal, Designated Safeguarding Lead and the Senior Leadership Team (SLT) will ensure that each section of the school- National School (SST), International Primary (TIS) and International Secondary (TISS) has in place a designated member of the SLT with specific responsibility for attendance known as The Attendance Lead.

They will

- Ensure Safeguarding is an agenda item on every Leadership team meeting agenda – both whole school and in each individual school
- Hold the attendance Leads in each school to account for actions taken to improve attendance

#### Attendance Leads 2023 are:

TIS (Primary)	Victoria Johnson
TISS (Secondary)	Mike Dyer
SST	Suzanne Laong

They will

- Ensure this policy is followed
- Provide half termly reports to the SLT team on attendance, absence and actions to address any concerns (see appendix B)
- Support staff in the promotion of excellent student attendance
- Line manage school leaders to ensure good attendance is achieved.
- Ensure attendance is discussed as part of the safeguarding agenda item on all leadership meetings within their school
- Liaise with subject leaders, as required, to look at any patterns of absence

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#### iv. Tutors/Class Teachers

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

Tutors are responsible for the day to day welfare and care of the children in their tutor group. 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/ IT/ Line Manager
- Communicate concerning patterns of absence to
  - TIS –Head of Primary
  - TISS- Head of Secondary
  - SST- Head of SST
- Liaise with parents regarding absences

#### v. Class/Subject Teachers

Will: -

- Be aware of and communicate to children the link between attendance and attainment
- Ensure that any child who is ‘late’ i.e they were late after registers closed has followed the school procedure and is in receipt of a late slip
- Let the relevant staff know if children, who are marked as present, are missing from their lessons
- Should ensure all lesson registers are taken accurately and promptly – morning register by 8.30am each day
- Immediately report any sudden absences eg where a child has been marked present at registration but has not arrived at the lesson, via email to **their** school’s relevant staff. As a minimum it should include the named staff below. Each school will set up an Attendance Alert Group.

Academic Secretary	<b>TISP- Sheena</b> <b>SSTP - Sheena</b> <b>TISS- Yunice</b> <b>SSTS - Yunice</b>
DSL	Mike Dyer <a href="mailto:mike.dyer@tenby.edu.my">mike.dyer@tenby.edu.my</a>
Deputy DSL	Deputy Designated Safeguarding Leads: Suzanne Laong, Victoria Johnson and Ainnie Radzwien. They can be contacted on <a href="mailto:Suzanne.laong@tenby.edu.my">Suzanne.laong@tenby.edu.my</a> <a href="mailto:Victoria.johnson@tenby.edu.my">Victoria.johnson@tenby.edu.my</a> and <a href="mailto:Ainnie.radzwien@tenby.edu.my">Ainnie.radzwien@tenby.edu.my</a>

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Head of School	<b>TISP</b> - Victoria Johnson <b>TISS</b> - Mike Dyer <b>SST</b> - Suzanne Laong
School Nurse	Kasthuri Lechemanan <a href="mailto:Kasthuri.Lechemanan@tenby.edu.my">Kasthuri.Lechemanan@tenby.edu.my</a>

- Report any ICT or Engage issues promptly to The Data Manager/Head of IT

#### vi. **Administrative Staff**

Admin Executives/Admin Assistants will:

- Forward information regarding attendance to the Heads of School, Attendance Leads, Pastoral Teams and Academic Secretaries (email)
- Promptly report any ICT/Engage system issues to the Data Manager/Head of IT
- Report any patterns of absence to the Attendance Lead in the relevant school (see section 5i above)

Academic Secretaries will: -

- Carry out first day absence calls
- Amend registers to reflect late comers
- Issue late slips
- Issue leaving school early slips
- Printing of student attendance (fire lists) at 8.30am each day
- Complete any relevant information in the comments box on Daybook about student absence
- Prepare attendance and punctuality letters

Engage Data Executive will:

- Set up an automated Engage reminder for uncompleted registers by 9am each day
- Produce daily whole-school attendance report by 10am listing every class's attendance for the day and the overall attendance for each school

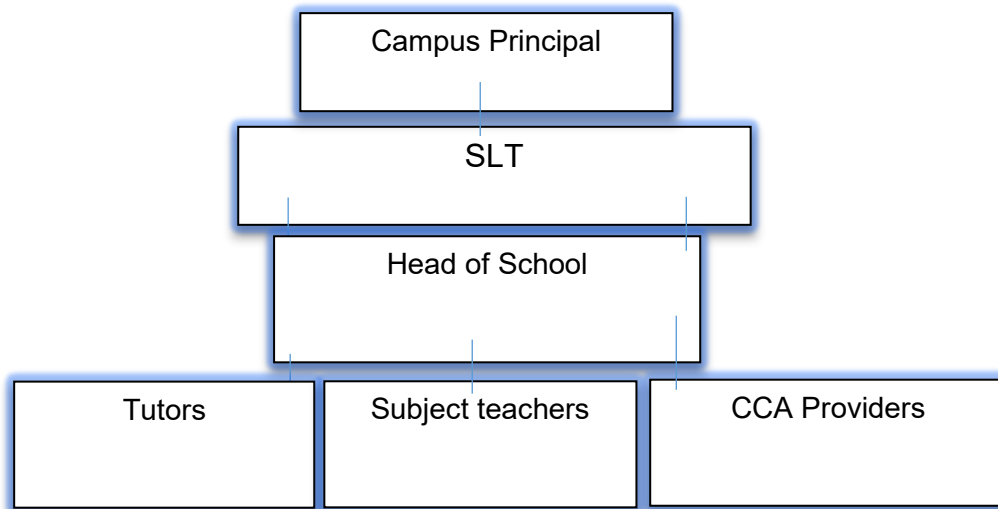
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## Accountability and Monitoring Process



### Children

All children, 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' for their parents to complete in advance
- Let parents and staff know if they are experiencing any problems in school that is impacting on their attendance/punctuality. e.g. difficulties with homework, classwork, or bullying etc so that support can be offered.

### Parents

Parents must

- Ensure their child arrives 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 08.00hrs for all year groups at the latest and every day thereafter unless specified otherwise by the Head of School
- Provide a note for the tutor/ class teacher explaining an absence/lateness
- Make all appointments e.g. doctors, dentists, opticians etc out of school hours wherever possible. Appointment cards must be provided for appointments made within school hours

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## Whole school attendance policy

Contact the school if they are having difficulty getting their child into school for any reason e.g. bullying, difficulty with work, family issues

- Provide a medical certificate if your child has been absent due to illness for more than 3 days
- Work in partnership with the school to ensure expected attendance
- Provide 3 different contact names and numbers to the school so we can follow up on unexplained absences and contact someone in an emergency

## Registers

### Morning and afternoon registers

Morning registration is taken as follows:

- TIPS 08:00hrs
- TISS 07:45hrs
- SST 07.45hrs

Children who arrive after these times will be classed as being late. Children in TISS or SST arriving after 07.45 will report to the academic secretary to get a late slip.

For health and safety reasons it is important that the school knows who is in the building at all times. Children arriving late must report to Reception, sign in and collect a late slip to give to their teacher.

The late slip is given by the Academic Secretary. The student gives it to the Class/subject Teacher who passes it to the child's tutor/class teacher.

The Academic Secretary will amend the register to reflect the late arrival.

### CCA Attendance Registers

CCA teachers/coaches 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 Academic Secretaries.

### 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 child by informing them of the date, time and place of the appointment in advance, if possible.

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On returning to class the adult should inform the relevant staff via email (class teacher, academic secretary, etc)

### **First Day Response**

Tenby Schools Setia Eco Gardens has in place a system of first-day response. This means that parents will be contacted on the first day a child is absent without explanation to establish a reason for the absence. This helps to identify at an early stage pupils 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 child.

If a student is absent for a second day without reason, the absence will be escalated to the school's Attendance lead.

### **Post registration truancy/ truancy from CCA**

Post – registration truancy occurs when a child goes missing from school or is still in school but missing from lessons, having previously registered. This means the child could be in an extremely vulnerable position and be placing themselves at risk. Teachers and CCA providers will ensure they are vigilant and maintain accurate registers. They will immediately report any sudden absences, e.g where a child has been marked present at registration but has not arrived at the lesson/CCA, via email to Reception and relevant Head of School.

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

### **Study/Exam Leave**

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

Any child who wishes to come into school to work must sign in and register as being in school with Reception. 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.

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## Leaving the school premises

It is important, for children's safety, particularly in case of an emergency ie fire, that any child leaving the premises legitimately (e.g for a medical appointment), or returning to school later in the day should sign in with reception.

The school will expect to see a medical letter or permission that has already been verified by the Head of School prior to issuing an Exit Pass. An Exit Pass is required for all non-regular school exits.

## Categorising Attendance (also see appendix A for register codes)

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

## Authorising absences

The following are acceptable reasons for absence:

- Illness - In cases of recurring absences, a medical certificate from the doctor or medical specialist will be required. For long-term issues, a letter from a hospital consultant will be required and must be regularly updated.
- Emergency dental/medical appointment (please make routine appointments after school or during the holidays). An appointment card or letter from the medical professional explaining the date and time of the appointment should be provided in order for this to be authorised.
- Day of religious observance.
- Exceptional family circumstances, such as bereavement.

## 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 pastoral staff can act to support children and families to improve.

## Term –time holidays

As an International School we recognise that families and children may need to travel long distances. 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.

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## Whole school attendance policy

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

Tenby Schools Setia Eco Gardens will consider every application individually, however only in exceptional circumstances will it be approved.

Tenby Schools Setia Eco Gardens will not authorise a holiday during external examinations e.g Checkpoint, IGCSE, SPM or Progress Test.

### Provision of Catch-up work for absent children

Work will only be provided, on request from a parent, if the child has been absent due to a long term illness. In all other absences the child 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.

## APPENDIXES

### Appendix A Categories of attendance /absence 2023

PRESENT	DESCRIPTION and COLOUR
P	Present
L	Late
T	Present – participating in school event
ABSENT	DESCRIPTION
N	Absent – with acceptable reason
M	Absent – with medical certificate
O	Absent- without an acceptable reason
S	Absent- suspended

### Appendix B – What is the effect of absence on learning?

Based on 190 days in a school year- **National School**

% Attendance	Days Missed	Learning Missed
100% attendance	0 days missed	0 days learning missed
95% attendance	10.50 days missed	2 weeks and 1/2 day of learning missed
90% attendance	19 days missed	3 weeks and 4 days of learning missed
85% attendance	28.50 days missed	5 weeks and 3 1/2 days of learning missed

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Based on 180 days in a school year – **International School**

% 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

- Daily -Take attendance at morning registration- promptly and accurately – before 8.30am
- Weekly - check attendance - look for persistent absentees, patterns of absence
- Follow up on reasons for absence on the first day of absence
- Ensure children know which attendance band they are in
- Report concerns to Attendance Leads

#### Class/subject teachers

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

#### Heads of Department/Subject Leaders

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

#### Academic Secretaries

- Make the 'first day absence' calls by morning break time
- Print 'fire list'
- Issue late slips and amend register accordingly
- **Absence List** – will be generated for 2 or more consecutive days absences each week via the Engage portal and sent to the appropriate Attendance Lead for follow-up.

#### Heads of School

- 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 SLT

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- 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

**Heads of School, 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

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