



HAMILTON
International School

**ATTENDANCE
POLICY
FOR PARENTS
23-24 AY**

Vision


Igniting
passi♥n, purp🎯se
and p🗝ential

Mission

Our mission is to develop caring, lifelong learners and global citizens in a culture of excellence through an international, well-balanced education.

Our Core Values



Definition of Learning

Learning at Hamilton is the purposeful, personalized process we undertake to help us get better to succeed in school and beyond as a lifelong learner.

Document Control Table

Status		Live Shared with whole community
Date Approved		27 August 2023
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To be Reviewed		August 2024
Linked Documents and Policies		Attendance Policy for Staff
Version	Date	Comments

- **Aims**

We are committed to meeting our obligations with regards to school attendance and punctuality by:

- Promoting good attendance and reducing absence, including persistent absence.
- Acting early to address patterns of absence.
- Promoting punctuality and acting early to address repeated poor punctuality.

- **Policy Statement**

At THIS one of our core values is to ensure that our students realize their potential. In order to do this, attendance at school plays a significant role in allowing students to have amazing learning opportunities and to grow and develop. It is widely known that there is a link between poor attendance at school and lower academic achievement with many students falling behind. In addition, students who miss significant levels of school also miss out on social interactions and the wider opportunities that school offers.

Punctuality to school and lessons is also vital in ensuring that valuable learning time is not lost. A child who is 10 minutes late to school each day will miss the equivalent of one week's learning across the school year. In addition, students arriving late to class also negatively impacts other student's learning.

At THIS it is important that we work in partnership with parents to ensure the highest levels of attendance and punctuality at school in order to allow our students to realize their potential.

- **Policy Guidelines**

- **Roles and responsibilities**

- **1.1 The Principal**

The principal is responsible for monitoring attendance and punctuality figures for the whole school on at least a termly basis. They also hold the Head of Primary and Head of Secondary to account for the implementation of this policy.

- **1.2 The Heads of Primary, Secondary and Inclusion**

The Heads of Primary, Secondary and Inclusion are responsible for:

- Implementation of this policy at the school.
- Monitoring school-level absence and punctuality data and reporting it to the principal.
- Supporting staff with monitoring the attendance and punctuality of individual students.

- **1.3 Class Teachers/Homeroom Teachers**

Class teachers and Homeroom teachers are responsible for:

- Recording attendance on a daily basis, using the correct codes, and submitting this information to the school office.
- Monitoring attendance and punctuality data for their class/homeroom at an individual student level.
- Reporting concerns about attendance and punctuality to parents and Assistant Head and Head of Primary/Secondary/Inclusion.
- Working with the Head of Primary/Secondary/Inclusion to tackle persistent absence and punctuality.
- Arranging calls and meetings with parents to discuss attendance and punctuality issues (see section 2.5,2.6).

- **1.4 School admin staff**

School admin staff are responsible for:

- Taking calls from parents about absence and recording it on the school system.
- Recording all late students and minutes late on the school system.
- Preparing and distributing weekly attendance and punctuality reports to Heads of Primary/Secondary/Inclusion.

- **1.5 Parents**

Parents are responsible for:

- Ensuring students attend school daily unless in exceptional circumstances.
- Ensuring students arrive on time for school (not later than 7:20am).
- Ensuring students are collected on time (no later than 15 minutes after the school day has finished).
- Informing school in advance of any planned absence via their class/homeroom teacher.
- Informing school on the day of an unexpected absence before 7:30am wherever possible.
- Formally applying for extended leave at least 2 weeks prior to the requested start date.
- Supporting medical documentation if requested by the school.

- **Recording attendance**

- **2.1 Attendance register**

We will keep an attendance register and place all students onto this register.

Primary School will take the attendance register at the start of the first session of each school day and once during the second session.

Secondary School will take the attendance register at the start of Homeroom and at the start of every lesson during the day.

It will mark whether every student is:

- A – Authorized Absence
- L – Late
- U – Unauthorized Absence
- K – Known Unauthorized
- P – Present
- D – Present Distance Learning
- O – Present Off-Site

Present will be classified as:

- Present – the student is physically in school and in class at the start of a session.
- Present Distance Learning – the student is in class at the start of a session, but the learning is taking place remotely.
- Present Off-Site – the student is taking part in a school related activity off-site – examples may include a school visit to a museum, a school sports competition, a school event held at another school.
- Late – the student is present either in school or distance learning, however they arrive after the start of the session.

Absence from school will either be classified as:

- Authorized absence – permission has been given by the school for the student to be absent – examples may include illness, medical appointments, compassionate leave.
- Known unauthorized- school has been informed of absence, but permission has not been given by the school for the child to be absent – examples may include holidays taken in term time, days off for celebrations such as birthdays.
- Unauthorized absence – no reason has been given to the school for the student's absence.

• **2.2 Unplanned absence**

The student's parent/guardian must notify the school on the first day of an unplanned absence by 7:30am or as soon as practically possible via the class/homeroom teacher.

We will mark absence due to illness as authorized unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the student's parent/guardian to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied with the authenticity of the illness, the absence will be recorded as unauthorized, and parents/careers will be notified of this in advance.

If a student is absent from school for two consecutive weeks without a valid reason, then the school has the right to report this to the MOEHE and take appropriate action.

If the school nurse sends a student home due to illness or injury, then the student will be marked as authorized absence from the following session/lesson.

• 2.3 Planned absence

Attending a medical or dental appointment will be counted as authorized as long as the student's parent/guardian notifies the school in advance of the appointment via the class or homeroom teacher.

However, we encourage parents/guardians to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary.

The student's parent/guardian must also apply for other types of term-time absence as far in advance as possible of the requested absence (and not less than 2 weeks in advance).

If extended leave is required, then an extended leave form must be completed. The heads of primary, secondary, and inclusion will review all applications for extended leave. A decision will be made at the discretion of the principal.

• 2.4 Lateness and punctuality

Students must arrive at school by 7:20am on each school day.

A student who arrives after 7:20am must report to reception where:

- The student will be marked as late, using the appropriate code.
- The student will be escorted to their class (Pre-KG – KG1) or given a late pass to hand to their teacher.
- If a student arrives late due to the school buses arriving after 7:20am, the class/homeroom teacher will mark them present.

The Facilities Manager will liaise with the transport company to improve bus punctuality if required.

2.5 Monitoring Punctuality

Punctuality to school:

On the third occasion that a student is late to school in a half term, then parents will be called by the class teacher/homeroom teacher. A follow up email will be sent via the class teacher/ homeroom teacher, cc'ing the Assistant Head and Head of School. Triggered by reception staff, email sent by class teacher.

On the fourth occasion that a student is late to school in a half term, then parents will be issued with a 1st Warning Letter sent by the class teacher/homeroom teacher via email, cc'ing the Assistant Head and Head of School.

On the fifth occasion that a student is late to school in a half term, then parents will be issued with a 2nd Warning Letter sent on behalf of the Head of Primary/Secondary/Inclusion by the school administration team, cc'ing Head of School, and Principal.

On the sixth occasion that a student is late to school in a half term, then parents will be issued with a 3rd Warning Letter sent on behalf of the principal by the school administration team, cc'ing Head of School. Persistent lateness could result in a student's loss of school place at THIS.

If there are no improvements in punctuality, a formal meeting will be held with the Principal, Head of Secondary/Primary/Inclusion, and parents. Minutes will be kept and the MOEHE will be informed. The meeting will be arranged by the Principal's PA.

Punctuality to lessons (Secondary School):

If a student is marked late for 3 lessons in a week, then a lunchtime detention will be issued, and parents will be informed by the homeroom teacher.

On the second occasion that a student is marked late for 3 lessons in a week, then an after-school detention will be issued, and parents will be informed by the homeroom teacher.

On the third occasion that a student is marked late for 3 lessons in a week, then the student will be placed on a punctuality report and a parent meeting will take place with the Assistant Head of Secondary.

If lateness to lessons persists, then the student will be referred to the Head of School and action will be taken in line with the Behavior Policy, which could include internal exclusions and fixed term external exclusions.

Late pick-up:

Late pick up time for students will be after 2pm. For students participating in ECAs, late pick up will be after 3pm.

On Sunday to Wednesday, students who are not collected by 1.55 pm will be taken to the Black Box Theatre until 2:20pm. At 2:20pm, students will be taken to Reception for parents to be called. On Thursday, students who are not collected by 1.55 pm will be taken to Reception.

Students who are not collected by 2.50 pm after ECAs must report to Reception to be collected.

If a student is collected late on 3 occasions in a half term, then parents will be called by the class teacher/homeroom teacher. A follow up email will be sent via the class teacher/homeroom teacher, cc'ing the Assistant Head and Head of School. *

If a student is collected late on 4 occasions in a half term, then parents will be issued with a 1st Warning Letter sent by the class teacher/homeroom teacher via email, cc'ing the Assistant Head and Head of School.

If a student is collected late on 5 occasions in a half term, then parents will be issued with a 2nd Warning Letter sent on behalf of the Head of Primary/Secondary/Inclusion by the school administration team, cc'ing Head of School, and Principal.

If a student is collected late on 6 occasions in a half term, then parents will be issued with a 3rd Warning Letter sent on behalf of the principal by the school administration team, cc'ing Head of School. Persistent late pick up could result in a student's loss of school place at THIS.

If there are no improvements in late pick up, a formal meeting will be held with the Principal, Head of Secondary/Primary/Inclusion, and parents. Minutes will be kept and the MOEHE will be informed. The meeting will be arranged by the Principals PA.

*In the event of late pick up on two occasions from ECAs, then the student will not be able to attend ECAs for the remainder of the term.

• **2.6 Monitoring Attendance**

At Hamilton we aim for attendance to be as close to 100% as possible. Attendance will be monitored on a half semester basis by class teachers/homeroom teachers.

If attendance drops below 95%, school will commence close monitoring of the student's attendance and parents will be informed via email from the class teacher/homeroom teacher.

If attendance drops below 90%, then Year Leaders/Assistant Head of School will meet with parents to establish reasons for the absence and to put support in place to help improve attendance.

If attendance drops below 85%, then the Head of Primary/Secondary/Inclusion will meet with parents to establish reasons for the continued drop in attendance, to put support in place to help improve attendance and to formally communicate with parents that their child may be in jeopardy of losing their place at THIS.

If attendance drops below 80%, then the principal will meet with parents and the appropriate action taken at the discretion of the principal.

• **3. Strategies for promoting attendance and punctuality**






Students with very good attendance (95%+) and very good punctuality (less than 3 lates) will be rewarded each year with a certificate.

Attendance and punctuality will be reported in end of term/semester reports. If a student transfers to another school, THIS will provide details of the student's attendance to the new school.

• **4. Monitoring arrangements**

This policy will be reviewed as guidance is updated, and as a minimum once per year by the Head of Primary, Secondary and Inclusion. At every review, the policy will be approved by the Head of Primary, Secondary, Inclusion and Principal.

Reviewed and approved by

Name	Position	Signature	Date
Terry Senior	CEO / Patron		August 23
IAN RINALDI	HEAD OF PRIMARY		August 23
Breegeen Doherty	HEAD OF INCLUSION		August '23
Rebecca Goyen	Head of Secondary		August 23
Thiruraya Bose	Head of Quality Assurance & Compliance		August 23