



H7. Attendance Policy

This policy and guideline is for parents of BIST children and for BIST staff. It outlines the processes that must be followed with regards to attendance/absence at school and punctuality. High levels of attendance and punctuality are important in a child's education for a number of reasons. The most obvious of these is so that a student does not miss the learning opportunities offered at school. Evidence from the UK and other international schools clearly states that low levels of attendance (below 90%) has a detrimental effect on overall progress and crucially on examination success. Universities and schools receiving students on leaving schools routinely ask about attendance and punctuality. BIST asks this of the schools that our students come from as part of the admissions process. Poor attendance is often a reason for admissions rejections at school and university level. Attendance and punctuality are also good habits that students should develop and carry on into their life after education.

Reported levels of attendance

Attendance is reported on BIST Initial Progress (October), Mid Year (February) and End of Year (June) reports. Attendance at the following percentages receives the grades below:

- 97.5% or better - Excellent
- 95% to 97.4% - Good
- 90% to 94.9% - Improvement needed
- 80% to 89.9% - Unsatisfactory
- Below 80% - Poor

Nb: 97.5% equates to 1 day absence every 8 weeks, 95% equates to 1 day absence every 4 weeks, 90% equates to 1 day absence every 2 weeks, 80% equates to 1 day absence every 1 week.

Reported levels of punctuality

Punctuality is also reported on in school reports. The same percentages and grades are used for punctuality. Please note that as the majority of BIST students are brought to school by parents, carers or drivers, that we understand that lateness to school is not usually the fault of the student.

Action on levels of attendance and punctuality that fall below satisfactory

If a student's levels fall below Satisfactory i.e. 90%, the school may request an a meeting to discuss the issue with parents.

Long term versus sporadic absence

It is understandable that children may suffer a serious illness that means otherwise good or excellent attendance is marred by a single block of illness-related absence. Such absences are seen differently from sporadic absence.

Coding of absence

The school's official records code absence as authorised or unauthorised. The table below outlines the different absences in each category. (Note: Students on school trips are counted as present).

Authorised Absences	Unauthorised Absences
<ul style="list-style-type: none">● Illness for 1 or 2 days that are explained in writing (letter or email) by parents.● Illness of 3 or more days that are explained by a doctor's note or letter.● Medical appointments when school is notified.● Close family member weddings, christenings (or the equivalent) and funerals if school is notified.● Bereavement leave for close family members.● Compassionate leave due to family circumstances.● Religious observance for recognised events.● Participation in approved sporting or similar events if school is notified.	<ul style="list-style-type: none">● Illness for 1 or 2 days that are not explained in writing (letter or email) by parents.● Illness of 3 or more days that are not explained by a doctor's note or letter.● Medical appointments when school is not notified.● Family holidays.

Procedures for parents informing school of absences

School should be informed beforehand of any absence for which pre-notification is possible. This includes family holidays even though they remain coded as unauthorised absences. An email outlining the circumstances and dates should be sent to the student's class teacher or mentor. Class teachers and mentors will inform the school administration.

If a student is unable to attend school and it has not been possible to inform school beforehand, parents should telephone school or email the class teacher/mentor as soon as possible.

If school is not pre-informed of an absence, the school office will telephone parents of students who are absent on the first day of such absence.

Procedures for lateness

Students arriving at school before 8.45am should report straight to their class or mentor group and the classteacher/mentor will change their absent mark to a late mark.

Students arriving at school after 8.45am should go first to the office to collect a Tardy Slip. The online school register is closed at 8.45am, so the office must be informed to change the absence to a late.

Date: September 2018

Review by: September 2019