



<b>Policy</b>	<b>ATTENDANCE POLICY 2025-2026</b>			
<b>Approval Date:</b>	<b>30<sup>th</sup> May 2025</b>	<b>Next review:</b>	<b>30<sup>th</sup> May 2026</b>	
<b>Review Cycle:</b>	<b>12 months</b>			
<b>Scope</b>	<b>Whole Group</b>	<input type="checkbox"/>	<b>Whole School</b>	<input checked="" type="checkbox"/>
	<b>International Primary</b>	<input type="checkbox"/>	<b>National Primary</b>	<input type="checkbox"/>
	<b>International Secondary</b>	<input type="checkbox"/>	<b>National Secondary</b>	<input type="checkbox"/>
<b>Ownership:</b>	<b>Campus Principal</b>	<b>Approved by:</b>	<b>Senior Leadership Team (SLT)</b>	

## A. PURPOSE

The school is committed to the care of our students, so it hopes that all employees, students, parents and visitors share this commitment. Tenby Schools Ipoh recognises the need to ensure, as far as possible, the safety of our students, so it implements an attendance procedure. This procedure has the purpose of identifying the steps to follow when a student is absent from school.

This policy provides students, parents and collaborators with guidelines and instructions regarding student absences.

In this document, the following terms will be used:

**Student:** Any student at Tenby Schools Ipoh, regardless of age, as well as visitors who are minors, are considered as students.

**TISSEC:** Tenby International Schools Secondary

**TISPRI:** Tenby International Schools Primary

**SSTPRI:** Sekolah Sri Tenby Primary

**SSTSEC:** Sekolah Sri Tenby Secondary

To prevent situations escalating and becoming a risk, Tenby Schools Ipoh adheres to the following principles:

- The welfare of the student is the priority and every student has the right to be protected from harm and exploitation. The welfare of a student is indiscriminate of race, religion, ability, disability, gender or culture.
- All students should be and feel safe in their school.
- Every student has the right to receive strategies and skills to help them keep themselves safe.
- All adults in the school must show a commitment to protecting the students with whom they work.
- At Tenby Schools Ipoh we work closely with parents, guardians, and other professionals to ensure the protection of our students.
- The well-being of the student is our priority.
- All students have the same rights to protection, but we recognise that in some cases, more support will be needed. Some of these cases may fall under situations of special educational needs, disability, gender, religion and sexual orientation.

## **B. Aims of the policy:**

Tenby Schools Ipoh aims to:

- Outline the system and procedures that we have to ensure that students are safe within the school.
- Raise awareness in all employees and parents about issues related to student absences.
- Ensure all of the Tenby community understand the link between attendance and attainment.

- Ensure accurate attendance is maintained so that the whereabouts of children is known at all times.
- Proactively monitor attendance in order to pre-empt any learning, social, emotional or well-being concerns.

#### **C. RESPONSIBILITIES OF THE WHOLE COMMUNITY**

- Safeguard the rights of the minor.
- Protect the personal privacy of the minor.
- Raise awareness and provide clear guidelines for action on issues related to student absences.
- Inform the Designated Safeguard Lead of any concerns related to student absences during the Safeguarding and Pastoral Care Meeting.

#### **D. PROCEDURE FOR REPORTING STUDENT ABSENCES**

##### **1. Rationale**

The Campus Principal, Designated Safeguarding Lead and the Senior Academic Leadership Team (SALT) are responsible for attendance.

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 2025-2026 are:**

TISPRI- Head of School	Andurette van der Merwe
TISSEC – Head of School	Ian Gordon Stamp
SSTPRI- Head of School	Maizura Mohamad Jaafar
SSTSEC- Head of School	Mohandas Naidu

They will:

- Ensure this policy is followed.
- Ensure official attendance is taken once a day – first thing in the morning by the class tutor using the iSAMS system. A child's attendance record is calculated from this figure. \* (see definition of tutor below section 5iii).
- Attendance to individual lessons is recorded in International Secondary, SSTSEC schools and can be accessed by parents on iSAMS.

- Provide half termly reports to the Senior Academic Leadership Team (SALT) on attendance, absence and actions to address any concerns.
- Support staff in the promotion of excellent student attendance.
- Line manage the pastoral 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.

## 2. The pastoral leaders for 2025-2026 are:

TISPRI	Assistant Head Pastoral/Milepost Leaders
TISSEC	Keystage Coordinators/Assistant Head
SSTPRI	Year Group Coordinators
SSTSEC	Home Room Tutors

### i. Pastoral Leaders

Pastoral Leaders will:

- Be aware of and communicate to staff, children, and parents the links between attendance and attainment.
- Ensure the registration process is monitored, following up any concerns with staff.
- Ensure children and parents of those in the red or amber bands know which 'band' of attendance their child is in, on a half termly, (or assessment period) cumulative basis (see section 23(i)).
- Line manager, according to the structure of the individual school, the tutors 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 Head of School, as required.
- Liaise with their pastoral line managers, DSL, Deputy DSL where appropriate, to address individual student issues which are barriers to expected attendance and good punctuality.
- Attend meetings regarding attendance as required.
- Meet with students and their parents/carers to investigate poor attendance and devise strategies to improve attendance.
- Ensure effective liaison between members of staff regarding vulnerable students.
- Maintain confidentiality.
- Ensure that regular liaison with parents, regarding absences and the reasons for absence, takes place.

## 3. Tutors/Class Teachers/Subject 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/subject registers are taken accurately and promptly.
- Report any ICT or iSAMS issues promptly to the Data Manager/ IT/ Line Manager.
- 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.
- Communicate concerning patterns of absence to the Head of Schools:
- Liaise with parents regarding absences.
- Let the relevant staff know if children, who are marked as present, are missing from their lessons.
- Immediately report any sudden absences e.g. where a child has been marked present at registration but has not arrived at the lesson or missing from the lesson, via email/Whatsapp 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
DSL
Deputy DSL
Head of School/Attendance Leads
Head of Year Groups/Year Leaders/Head of Departments
School Nurse
Librarian
CCA Coordinator

#### 4. CCA Coordinator

CCA Coordinator will:

- Be aware of and communicate to staff and children the link between attendance and attainment.
- Ensure all CCA registers are taken accurately and promptly.
- Carry out spot check on registers.
- Report any ICT or iSAMS issues promptly to the Data Manager/Head of IT.
- Ensure (teaching) staff or CCA providers report any absence to the CCA coordinator.

#### 5. Administrative Staff

##### i. The Receptionist(s) will:-

- Forward information regarding attendance to the Heads of School and Academic Secretaries (via email).
- Promptly report any ICT/iSAMS system issues the Data Manager/Head of IT.

- Report any patterns of absence to the designated member of staff for attendance in the correct section of the school - The Attendance Lead (see section D1 above).

## **6. Academic Secretaries**

Academic secretaries will:-

- Make first day absence calls.
- Amend registers to reflect late comers.
- To update registers when students sign in late and issue the late slip. Late slips for SSTPRI will be issued by the teacher on duty.
- To print the registers for the fire drill by 8.30am (in the absence of one secretary this should be completed by the designated person).
- Issue leaving school early slips (known as blue slips).
- Printing of student attendance (fire lists) KS1+2 – 8.30am, EYFS – 09.00, ST - -8.30am and TISSEC 08.30.
- Complete any relevant information in the comments box on iSAMS about student absence.
- Prepare attendance and punctuality letters.
- Notify relevant staff by email if registers are incomplete by the required time and by WhatsApp and TEAMS.

## **7. 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/parent's email, when requested, explaining the reason for any absence, lateness.
- 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.

## **8. Parents**

Parents are expected to:

- 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, Reception and Nursery by 08.30hrs and Toddlers by 09.00hrs at the latest and every day thereafter unless specified otherwise by the Head of School/Pastoral Leader.
- Provide a note or call the school secretary to explain 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.
- 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.
- Work in partnership with the school to ensure expected attendance achieved.

## **9. Registers**

### **i. Morning and afternoon registers**

Morning registration is taken as follows:

- Early Years - Nursery and Reception 08.00-08.30hrs, Toddlers 08.30hrs- 09.00hrs
- TISPRI - Years 1-6 @ 7.45hrs
- SSTPRI – Standard 1-6 @ 7.45hrs
- TISSEC Year 7-13 @ 7.45hrs
- SSTSEC – Form 1-5 @ 7.45hrs

Children who arrive after these times will be classed as being late. Children in TISSEC or STSEC arriving at 7.55 will report to the academic secretary to get a late slip and return to class thereafter.

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 their school's Academic Secretary, sign in and collect a late slip to give to their teacher. SSTPRI children will sign in and collect late slip from the teacher on duty in Block B. The Academic Secretary will amend the register to reflect the late arrival.

### **ii. Lesson Registers- TISSEC + SSTSEC**

In order to track children's whereabouts throughout the day, deal with any truancy and to ensure safety subject/class 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 child.

### **iii. 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 on a paper register and on School Buddy at the start of the session. CCA registers will be spot checked on a regular basis by the CCA Coordinator.

### **iv. 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.

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

## **10. First Day Absence Calls**

Tenby Schools Ipoh has in place a system of first day calling. This means that parents will be telephoned on the first day a child is absent without explanation to establish a reason for the absence, if the parent has not already called.

If no contact has been made by a parent to give a reason on the first day, academic secretary will make contact with home.

This helps to identify pupils who do not have a good reason for absence or who may be absent without their parents' knowledge. Parents/Guardians will be contacted via the first contact on the iSAMS system or other numbers provided for the child.

## **11. 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 CCA, via email/TEAMS/WhatsApp to the CCA Coordinator.

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 or locate the student, the relevant authorities will be informed.

## **12. Study/Exam Leave**

Y11, 12 & 13 The school will publish the dates of when study leave will start and those children for whom study leave have been granted. In addition, the conditions of study leave will be outlined for 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.

We don't recommend study leave but rather have students attend school, we provide a study room during the examination period.

F5 upon request by parents for their child.

Any child who wishes to come into school to work must sign in and register as being in school with their school's Academic Secretary. 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 at the exit guardhouse. Students name list will be provided to the exit guard.

### **13. Leaving the school premises**

It is important, for children's safety, particularly in case of an emergency i.e. 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 their school's academic secretary.

The school will expect to see a medical letter or permission that has already been verified by the Head of School prior to issuing a blue slip. A blue slip is required for all non-regular school exits. A secondary blue slip is required for all regular, agreed exits for secondary age students.

#### **i. Sixth Form Blue Slip**

Students in the Sixth Form are extended the privilege of leaving the campus at lunch times. Permission from parents needs to be obtained before the start of the school year. Students will need to sign out and collect a blue slip from the school secretary as the exit will be during the school day. Guard at the exit gate will allow students to leave the school only if they provide the blue slip. They must also sign back in. They must also sign back in. Failure to do so will result in the suspension of this privilege.

#### **ii. Change in Pick up at the end of the school day**

Parents/Guardians must inform the Academic Secretary if there is any change from the regular pick up i.e.: picked up by someone else, secondary students being picked up by taxi/grab taxi.

In order to avoid the traffic, many students opt to be picked up from outside of the exit gate at the end of the day. Parents must apply for an Exit Pass from the school receptionist if they want their child to exit via the Exit or Entrance Gate.

**v. Cycling or walking home at the end of the school day**

Some students, with written parental permission, are allowed to cycle or walk to and from school each day. As with picking students up at the exit gate our security personnel need to ensure only those with parental consent are permitted to leave the premises on their own. Please inform the Head of Schools if the child will be cycling or walking home. Parents must apply for an Exit Pass from the school receptionist if they want their child to exit via the Exit or Entrance Gate.

**vi. Younger siblings**

Secondary School students with siblings in Primary may accompany their siblings out of the school exit. However, it is necessary for parents and guardians to inform the Head of School in writing of the arrangement.

**14. Children with long term medical reasons for absence**

Children, 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 child, the parents, the attendance leader or 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 child does not become socially isolated from his/her peers.

The plan will be reviewed half termly.

**15. Collection and analysis of data**

The Head of School for each section of the school, working with the pastoral teams will ensure data is complete, accurate, analysed and reported to the senior leadership team and parents. The data will inform the school's future practice to improve attendance.

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

- Year group
- Tutor group
- Reasons for absence

Tutors will monitor attendance weekly.

**16. 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.

### i. Attendance bands

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

### 17. Term –time holidays

As an International School we recognise that families and children 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.

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

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

Tenby Schools Ipoh will not authorise a holiday during external examinations e.g. IGCSE Examinations

### 18. 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.

Outline schemes of learning will be sent out via email to parents at the beginning of the term.

## APPENDICES

## Appendix A - Categories of attendance/absence in iSams

PRESENT	DESCRIPTION and COLOUR
If students are present	Yes
ABSENT	DESCRIPTION
N	Absent – reason for absence not provided
I	Absent – Illness
M	Absent – Medical or Dental Appointment
O	Absent- without authorisation
U	Late – arrived after registration
B	Off-site educational activity
R	Religious observation
A	Medical Certificate
F	Absent (Suspended)
and much more	

## 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 + 1/2 day of learning missed
90% attendance	19 days missed	3 weeks + 4 days of learning missed
85% attendance	28.50 days missed	5 weeks + 3 1/2 days of learning missed

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 + 4 days of learning missed
90% attendance	18 days missed	3 weeks + 3 days of learning missed
85% attendance	28.50 days missed	5 weeks + 2 days of learning missed

## Appendix C - Accountability framework (quick reference)

**Tutors**

- 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 children know which attendance band they are in.
- Report concerns to pastoral 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- report concerns to HOD/Year Group Leaders.

### **Heads of Department/Subject Leaders**

- 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 secretaries**

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

### **CCA Coordinator**

- Daily – ensure CCA coaches are taking accurate registers.
- Weekly – spot checks of CCA registers.
- Inform parents of non-attendance at CCA.

### **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 SLT.
- 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.

### **Pastoral Leaders**

- 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 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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