**LANDAU SCHOOL**

**Attendance Policy**

**Statement of intent**

For a student to reach their full educational achievement a high level of school attendance is essential.

We are committed to providing an education of the highest quality for all our students and endeavour to provide an environment where all students feel valued and welcome. Parents and students play a part in making our school successful. Every student has a right to access the education to which he/she is entitled. Parents and teachers share the responsibility for supporting and promoting excellent school attendance and punctuality for all.

It is our duty to consistently strive to achieve a goal of 100% attendance for all students. Every opportunity will be used to convey to students and their parents or carers the importance of regular and punctual attendance.

For our students to take full advantage of the educational opportunities offered it is vital your child is at school, on time, every day the school is open unless the reason for the absence is unavoidable. The routines students develop around attendance and punctuality at school are the same as the expectations of any future employer in the world of work. High attainment, confidence with peers and staff, and future aspirations depend on good attendance.

Good attendance is important because:

* statistics show a direct link between under-achievement and high percentage of absence
* regular attenders make better progress, both socially and academically
* regular attenders find school routines, school work and friendships easier to cope with
* regular attenders find learning more satisfying
* regular attenders are more successful in transferring between secondary school and higher education, employment or training.

**Promoting good attendance**

The foundation for good attendance is a strong partnership between the school, parents and the student. To help us all to focus on this we will:

* provide information on all matters related to attendance
* report to you on how your child is performing in school, what their attendance and punctuality rate is and how this relates to their attainments
* celebrate good attendance by displaying individual and class achievements
* reward good or improving attendance through class competitions, certificates and outings/ events
* set targets for the school and for classes for attendance and display these in the school

**Roles and responsibilities**

**Responsibilities of the School Office**

A member of the senior leadership team will oversee, direct and co-ordinate the school’s work in promoting regular and improved attendance and will ensure the attendance policy is consistently applied throughout the school. This person will also ensure that attendance is both recorded accurately and analysed. (S)he will ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties.

If absence is frequent or continuous, except where a student is clearly unwell, staff will discuss with parents/carers the need and reasons for their child’s absence and will encourage them to keep absences to a minimum. A note or explanation from a student’s home does not mean an absence becomes authorised. The decision whether or not to authorise an absence will always rest with the school.

* Ensure that all students are registered accurately.
* Promote and reward good attendance with students at all appropriate opportunities.
* Liaise with the Senior Management on matters of attendance and punctuality.
* Communicate any concerns or underlying problems that may account for a student’s absence.
* Support students with absence to engage with their learning once they are back in school.

**Responsibilities of students**

* Attend every day unless they are ill or have an authorised absence.
* Arrive at school on time.
* Go to all their registrations and lessons on time.
* Take responsibility for registering at the reception desk if they are late or are leaving the school site during school hours.

**Responsibilities of parents/carers**

Parents will:

* inform the school on the first day of absence
* discuss with the form tutor/mainstream or homeroom teacher any planned absences well in advance
* support the school with their child in aiming for 100% attendance each year
* make sure that any absence is clearly accounted for by telephone or text on the first and subsequent days of absence, or by letter if a phone is unavailable
* avoid taking their child out of school for non-urgent medical or dental appointments
* only request leave of absence if it is for an exceptional circumstance.

1. **Recording attendance**

**At PreSchool** student attendance is recorded by using biometric technology and by Administrative Staff.

Attendance of the students who stay for after-school activities or support lessons will be recorded by PreSchool Administrative Staff.

**At International Primary and Secondary,** every morning student attendance is recorded by using RFID card. Students turning up without RFID cards will be sent home. Students using shuttle bus services where parents are not available to collect them will be isolated for a day.

Attendance of the students who stay for after school activities or support lessons will be recorded.

School Office and Reception Office must share the lists of students who stay late.

1. **Lateness/punctuality / absenteeism**

It is important to be on time. We highly recommend that students arrive at school minimum 15 minutes before the start of the first lesson.

* Depending on a campus school day will start at different times in the morning. (See Student/Parent Handbook)
* Arrival after the close of registration will be marked as unauthorised absence.
* Students who are late for 15 minutes more than once will receive a warning.
* Students who are late for 15 minutes on the 3rd offence will receive formal warning.
* Sanctions may include after school detentions or deduction in the house points depending on the year group.
* If a student is late due to a medical appointment, they will receive an authorised absence. Please be advised that, where possible, doctors and dentists' appointments are to be made outside of school hours or during school holidays.
* If a student is absent due to illness, parents must inform the office timely and indicate the days of absence. Parents may provide the doctor’s note or certificate.
* In case if there is no doctor’s note or certificate, school doctor reserves a right to check a student’s health conditions upon arrival back to school.
* School doctor also reserves a right to send a student home, if a child feels sick.
* If a student is absent 30% of school days (yearly) or more, he/she must pass a final exam with at least minimum pass rate. School also reserves the right to expel a student based on his pass grade related to absenteeism.
* Valid reasons of absence will be considered.