



**GARDEN CITY
BRITISH SCHOOL**

Policy 54: Attendance Policy

2023 – 2024

Policy 54: Attendance

Corresponding to Article (59) of the Organising Regulation

DEFINITION(S):

For the purposes of this policy, **attendance** refers to the total number of school days attended by the student during the school year based on the School calendar.

PURPOSE(S):

- To ensure that students are attending all classes and activities that result in their understanding of the curriculum and the subjects being taught.
- To set out the Council's expectations in relation to full attendance at School by all students without exception, through a clear policy and effective communication with Parents/Guardians.

POLICY:

This policy is linked to Policy (55) on absence, which elaborates on authorised absences. At the beginning of the academic year, each School shall issue to Parents / Guardians its Council-approved attendance policy setting out procedures to deal with absences and to ensure that students punctually and regularly attend School and all lessons, and that all attendance data is accurately recorded.


Basic requirements and responsibilities in relation to students' attendance at School are as follows and reflected in the School's attendance policy:

- Students are expected to attend School on every school day as specified in the School calendar.
- Students shall arrive at School punctually every day, attend morning assembly, and attend classes on time.
- Teachers shall maintain a record of attendance by students for every lesson.
- Schools will maintain accurate daily attendance data for each student, including timely or late arrival to School.
- Parents / Guardians will make every effort to ensure that their children attend School every school day and arrive on time.
- If students need to be absent from School for a particular day, Parents/Guardians must inform the School accordingly (see Policy (55)).
- When a student returns to School following an absence, Parents/Guardians must send a signed note to the School indicating the reason for the student's absence.
- Students are responsible for completing all assignments missed during their absence (see Policy (55)).
- Parents/Guardians should seek to ensure that family vacations take place during scheduled School holidays.

ROLES AND RESPONSIBILITIES:

Principals will:

- Develop, implement and regularly review the School's policies and procedures for promoting good attendance, and follow up on excessive absence including truancy, and ensure full compliance with the Council's requirements.
- Ensure that the School's attendance policies and procedures are implemented and adhered to.
- Ensure effective administration of student attendance and recording daily attendance at all lessons.
- Provide clear information about the consequences of poor attendance to Parents/Guardians, students and School staff.
- Set procedures for dealing with poor attendance and tardiness.
- Recognise students with exemplary attendance records.

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