

## TASIS, The American School in England

### ATTENDANCE POLICY

**This policy applies to the whole school including the Early Years Foundation Stage (EYFS)**

The Policy is publicly available on the school website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the School Office. All who work, volunteer or supply services to our school have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal school hours including activities away from school.

#### Legal Status:

- Complies with Part 3, paragraph 17. Education (student Registration) (England) Regulations 2006 as amended 2013.

#### Monitoring and Review:

This policy will be subject to continuous monitoring, refinement and audit by Dr. Mindy Hong (Head of School). The Board of Directors will undertake a full annual review of this policy and procedures, inclusive of its implementation and the efficiency with which the related duties have been discharged. Any deficiencies or weaknesses recognized in arrangements or procedures will be remedied immediately and without delay. All staff will be informed of the update/reviewed policy and it is made available to them in either a hard copy or electronically.

Signed:



Dr. Mindy Hong  
Head of School

Last reviewed: July 2016

Next review: July 2017

Mr. Ben Dorman  
Chair of the Board of Directors

This policy was last reviewed agreed by the Proprietor of the school in July 2016 and will next be reviewed no later than June 2017 or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

#### Introduction

- We comply with the UKVI criteria regarding the admission to and attendance of students at TASIS The American School in England.
- We expect all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so.
- We do all we can to encourage the children to attend and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children.

*TASIS The American School in England is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential.*

- The Board of Directors are responsible for making sure the school keeps Admission and Attendance registers in accordance with the regulatory requirements. Our attendances register records which students are present at the start of both the morning and the afternoon sessions of the school day. An attendance record is also kept of children in the Early Years Foundation Stage (EYFS).
- This register will also indicate whether an absence was authorised or unauthorised.
- The school calendar and dates when the school is open can be accessed from the home page of our website, [www.tasis.com](http://www.tasis.com). Alternatively, our term dates and Calendar of Events can be obtained from the school office. School emergency closures for such things as extreme weather will also be published on the home page of our website and using the Clarion Call system.

### **The Role of the Parents**

Parents have the legal responsibility for ensuring that children of compulsory school age (5 to 16) receive a suitable education, either by regular attendance at school or otherwise.

### **The Role of the School**

The school is required to maintain two registers:

- An admission Register (known as the School Roll)
- An attendance Register.

### **The Admission Register**

This gives particular information about students who are currently registered as attending TESIS. For the purposes of day-to-day management of the school the admission register may be contained within the school database. The register will comprise information that is compliant with regulations set out in the education (student registration) (England) regulations currently in force. For each student, the admission register will contain:

- Name in full
- Gender
- Name and address of every person known to the school to be a parent or guardian of the student (and an indication of the parent with whom the student normally resides)
- At least one telephone number at which the parent can be contacted in an emergency
- Day, month and year of birth
- Day, month and year of admission or re-admission to the school
- Name and address of the school last attended, if any
- Leaving date and ongoing placement

### **Attendance Register**

The School is required to ensure that the attendance register for all students on the school roll is taken twice a day – once at the start of the morning session and once during the afternoon session.

Each student must be marked on the register in one of the following categories:

- Present
- Engaged in an approved educational activity away from the school site (approved by the head teacher and supervised by a person approved by the head teacher, including sporting activities, educational visits or residential trips)
- Absent
- Unable to attend through exceptional circumstances (unavoidable closure of the school site or part of it)

- Taking authorized absence (granted leave of absence by the head teacher or a person acting on their behalf, unable to attend by reason of sickness or unavoidable cause, observing a day exclusively set apart for religious observance by the religious body to which the parent belongs)
- Taking unauthorized absence (if no reason is established when the register is taken, the entry may be corrected later when the reason is established).

If a student is absent, the register must say whether or not the absence has been authorized by the school (parents cannot authorize absence – it is the school that decides how to classify absences). Authorized absence is where the school has either given approval in advance for a student of compulsory school age to be away, or has accepted an explanation offered afterwards as satisfactory justification of absence (e.g. illness). All other absences are treated as unauthorized.

Authorized absences include: medical or dental appointments, days of religious observance, visits to future schools, exclusion, family bereavement and special occasions (e.g. weddings). All requests for absence must be made in writing to the appropriate Divisional Head for Lower and Middle school students and to the Head of Upper School Student Life for Upper School Students, giving the school plenty of time to consider the request.

If a student is absent without explanation when the register is called, school staff will normally contact the parents the same day whenever possible. The absence will be treated as unauthorized unless an explanation is offered as satisfactory justification for absence.

Due to the international nature of the school and the festivals fundamental to the home nations (such as the Russian Orthodox Church, American Thanksgiving, Spanish Feast of the Kings and so on) there is reasonable flexibility regarding the timing of the academic year for particular students.

### **Failure to Attend School**

If a student fails to regularly attend school, we will work closely with the parents, student and school to resolve issues and develop strategies to improve attendance.

The school is required to inform the LEA if a student fails to attend regularly. Independent schools have a legal duty to report certain attendance issues to their local authority: 3.5 days within a 6-week block (other than for reasons of sickness or leave of absence), failure to attend regularly, additions to the attendance register within 5 days and deletion from the school register under the 15 grounds identified by Children Missing From Education September 2016 Annex A (Appendix 1). In this last case, independent schools are required to report the circumstances as soon as possible to the local authority (LA) in which the student lives.

### **Definitions**

#### ***Authorised absence***

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent. For example, if a child has been unwell, the parent writes a note or telephones the school to explain the absence.
- Only the school can make an absence authorised. Parents do not have this authority.
- Consequently, not all absences supported by parents will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, this will not mean it is an authorised absence.

#### ***Unauthorised absence***

- An absence is classified as unauthorised when a child is away from our school without the permission of both the school and a parent.

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- Therefore, the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

#### **If a child is absent**

- When a child is absent unexpectedly, the class teacher will record the absence in the electronic register, which immediately informs the appropriate divisional office.
- When the child returns to school, a note, email or telephone call to the school office from a parent or guardian should explain the absence. Notes are placed in the family file in the school office.
- A note, email or telephone call may be sent/made to the school office prior to the day of absence e.g. if a child has a medical appointment.
- If there is any doubt about the whereabouts of a child, the class teacher should take immediate action by notifying the appropriate divisional office. TESIS will then be in contact straight away with the parent or guardian, in order to check on the safety of the child.

#### **Requests for leave of absence**

- We believe that children need to be in school for all sessions so that they can make the most progress possible. However, we do understand that there are circumstances under which a parent may legitimately request leave of absence for a child to attend e.g. a special event.
- We expect parents to contact the school at least a week in advance but normally this request will be granted.

#### **Long-term Absence**

- When children have an illness that means they will be away from our school for over five days, the school will do all it can to send material home so that they can keep up with their school work.

#### **Repeated Unauthorized Absences**

- The school will contact the parent of any child who has an unauthorized absence.
- If a child has a repeated number of unauthorized absences, the parents will be asked to visit the school and discuss the problem.
- If there is concern about a child's absence, the teacher will contact the appropriate divisional office and this will immediately be followed up by the respective divisional head for Lower and Middle School students and the Head of Upper School Student Life for Upper School students.
- Where a student does not return to school on the set date or where there is any unauthorized absence then UKVI, in accordance with their criteria, is immediately informed.

#### **Appendix 1 Grounds for notification to Local Authority for Additions/Deletions from TESIS Admission Register (Annex A: taken from Children Missing Form Education 2016)**

1. Where the student is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the student to receive efficient full-time education suitable to their age, ability and aptitude otherwise than at school.
2. Except where it has been agreed by the proprietor that the student should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that they have been registered as a student at another school.

3. Where a student is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that they have ceased to attend the school and the proprietor of any other school at which they are registered has given consent to the deletion.
4. In a case not falling within sub-paragraph (a) of this paragraph, that they have ceased to attend the school and the proprietor has received written notification from the parent that the student is receiving education otherwise than at school.
5. Except in the case of a boarder that they have ceased to attend the school and no longer ordinarily reside at a place, which is a reasonable distance from the school at which the student is registered.
6. In the case of a student granted leave of absence in accordance with regulation 7(1A), that — (i) the student has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted; (ii) the proprietor does not have reasonable grounds to believe that the student is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the student is.
7. That the student is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither they nor their parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age.
8. That the student has been continuously absent from the school for a period of not less than twenty school days and (i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2); (ii) the proprietor does not have reasonable grounds to believe that the student is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the student is
9. That the student is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the student will return to the school at the end of that period.
10. That the student has died.
11. That the student will cease to be of compulsory school age before the school next meets and— (i) the relevant person has indicated that the student will cease to attend the school; or (ii) the student does not meet the academic entry requirements for admission to the school's sixth form.
12. In the case of a student at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he has ceased to be a student of the school.
13. That he has been permanently excluded from the school.
14. Where the student has been admitted to the school to receive nursery education, that they have not on completing such education transferred to a reception, or higher, class at the school.
15. Where— (i) the student is a boarder at a maintained school or an Academy; (ii) charges for board and lodging are payable by the parent of the student; and (iii) those charges remain unpaid by the student's parent at the end of the school term to which they relate.