



Straits International School Penang Attendance Policy

Policy	Attendance Policy		
Approval Date:	November 2022	Next review:	November 2023
Review Cycle:	1 Year		
Scope:	Whole School		
Ownership	Campus Principal & Designated Safeguarding Lead	Approved by:	Group Health and Safety Director

Introduction

Safeguarding: is *EVERYTHING* we do in school to keep students safe, healthy, happy, and therefore learning.

This policy is part of a suite of policies in place at Straits International School Penang for the purpose of which is to safeguard students and protect them from harm.

AIMS OF POLICY

1. To ensure all of the Straits Family understand the link between attendance and attainment
2. To ensure accurate attendance is maintained so that the whereabouts of students is known at all times
3. To proactively monitor attendance in order to pre-empt any learning, social, emotional or well-being concerns

ATTENDANCE

Attendance is taken once a day– first thing in the morning by the form tutor, using the Engage system and a blue register book. A student’s attendance record is calculated from this figure.

SAFEGUARDING AND STUDENT PROTECTION

Ensuring our students are safe, healthy and happy is a priority for us; a drop in attendance can be a sign that something is not right so we monitor it to enable us to pick up any welfare issues quickly and to provide support where needed.

ROLES AND RESPONSIBILITIES THE SCHOOL

- i. Campus Principal
- ii. Designated Safeguarding Lead and Head of Academics
- iii. Deputy Designated Safeguarding Lead

They will;

- Ensure Safeguarding is an agenda item on every Leadership Team meeting agenda.
- Ensure Safeguarding is an agenda item in every staff meeting, head of department meeting and head of year meeting.
- Ensure this policy is followed
- Provide half termly reports 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 Heads of Department as required, to look at any patterns of absence

THE PASTORAL LEADERS FOR 2022-2023 ARE:

Campus Principal	Ms Karlie Walsh
Head of Academics & Deputy Safeguarding Lead	Mr Gwyn Warlow
Assistant Head of Pastoral Care and Designated Safeguarding Lead	Mr Jack Beattie

Pastoral Leaders

will; -

- Be aware of and communicate to staff, students and parents the links between attendance and attainment
- Ensure all morning registers are taken accurately and promptly, following up any concerns with staff
- Support the teachers 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 Heads of Schools, as required
- Liaise with the DSL, Deputy DSL to address individual student issues which are barriers to expected attendance and good punctuality
- Attend meetings regarding attendance as required
- Co-ordinate in-school restorative/circle time sessions as necessary
- Support the DSL and DDSL when meeting with students and their parents/carers to investigate poor attendance and devise strategies to improve attendance
- Ensure effective liaison between members of staff with regard to vulnerable students
- Maintain confidentiality
- Ensure that regular liaison with parents, regarding absences and the reasons for absence, takes place

TUTORS/CLASS TEACHERS

For ease of writing, the term ‘tutor’ refers to either of the above.

Tutors are responsible for the day-to-day welfare and care of the students in their tutor group and/or class. 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 are taken accurately and promptly
- Report any ICT or Engage issues promptly to the Data Manager- Mr Deeva or Mr Jack
- Communicate concerning patterns of absence to
 - Head of Academic / Pastoral Lead
- Immediately report any sudden absences i.e., where a student has been marked present at registration but has not arrived at the lesson

Communicate patterns absence to the relevant pastoral leader in their section of the school

Designated Safeguarding Leader (DSL)	Mr Jack Beattie j.beattie@penangsisgroup.edu.my
Deputy Designated Safeguarding Leader (DDSL)	Mr Gwyn Warlow g.warlow@penangsisgroup.edu.my Ms Jacee Choih Jia Chyi jc.chioh@penangsisgroup.edu.my
School Receptionist	Ms Elyssa Chan Tze Ching tc.chan@penangsisgroup.edu.my
Campus Principal	Ms Karlie Walsh k.walsh@penangsisgroup.edu.my

Safeguarding Team (DSL, DDSL, Counsellor)

will:-

- Be aware of and communicate to staff and students the link between attendance and attainment
- Carry out spot check on registers
- Report any ICT or Engage issues promptly to the Data Manager
- Ensure (teaching) staff report any sudden absences, e.g. where a student has been marked present at registration but has not arrived at the CCA, via email or other more convenient method (e.g. WhatsApp) to the following:

Administrative Staff Receptionist & CCA manager

will:-

- Carry out first day absence calls (see section 7 below) of students
- Issue leaving school early emails for all students leaving early
- Complete any relevant information in the comments box on Engage about student absence
- Ensure all CCA registers are taken accurately and promptly- Call home to ascertain the whereabouts of students who are absent (unauthorized)

Accountability and Monitoring Process

STUDENTS

All students, 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, when requested, explaining the reason for any absence, lateness or request a 'Leave of Absence Notification Form' parents to complete in advance
- Let parents and staff know if they are experiencing any problems in school that is impacting on their attendance or punctuality. e.g., difficulties with homework, classwork, or bullying etc. so that support can be offered

PARENTS

Parents must;

- Ensure their child/ren arrive 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 9am
- Provide a note for the tutor/ class teacher explaining an absence/lateness or advise via a phone call or email as appropriate
- 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/ren into school for any reason e.g. bullying, difficulty with work, family issues
- Provide a medical certificate if their child/ren has been absent due to illness for more than 3 days
- Work in partnership with the school to ensure expected attendance

Registers

Registration is taken at 7:50am

Students who arrive after 7:50am will be classed as being late. Students arriving after 7:50am will report to the school receptionist on arrival to be marked as late on Engage.

For health and safety reasons it is important that the school knows who is in the building at all times. Students arriving late must report to the receptionist, sign in for H&S purposes.

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 student 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 (class teacher, academic secretary, etc)

First Day Absence Calls

Straits International School has in place a system of first-day calling. This means that parents will be called on the first day a student is absent without explanation to establish a reason for the absence, if the parent has not already called or emailed.

If by 9am no contact has been made by a parent to give a reason for an absence the school secretary will make contact with home.

This helps to identify at an early stage, students who do not have a good reason for absence or who may be absent without their parents' knowledge. Where it is not possible to make contact with the first contact on the Engage system, we will try all other numbers provided for the student.

Repeated absences

If repeated absence occurs with a reason (5 days), the school secretary will contact the Head of Pastoral who will make contact with home. In absence continues, this is escalated to the Campus Principal. Students returning after this period are expected to meet with the Head of Pastoral to share any concerns.

Students with 95% attendance in one term will be tracked by the school secretary and reported to the Head of Pastoral.

Students with 90% attendance in one term will be tracked by the school secretary and Head of Pastoral and referred to the DSL.

First Day Absence Calls

Post-registration truancy occurs when a student goes missing from school or is still in school but missing from lessons, having previously registered. This means the student could be in an extremely vulnerable position and be placing themselves at risk. Tutors/teachers and CCA providers will ensure they are vigilant and maintain accurate registers. They will immediately report any sudden absences by emailing to the following members of staff.

Designated Safeguarding Leader (DSL)	Mr Jack Beattie j.beattie@penangsisgroup.edu.my
Deputy Designated Safeguarding Leader (DDSL)	Mr Gwyn Warlow g.warlow@penangsisgroup.edu.my

	Ms Jacee Choih Jia Chyi jc.chioh@penangsisgroup.edu.my
School Receptionist	Ms Elyssa Chan Tze Ching tc.chan@penangsisgroup.edu.my
Campus Principal	Ms Karlie Walsh k.walsh@penangsisgroup.edu.my

If a student 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 and or locate the student the relevant authorities will be informed.

LEAVING THE SCHOOL PREMISES

It is important, for students' safety, particularly in case of an emergency i.e. fire, that any student leaving the premises legitimately (e.g. for a medical appointment), or returning to school later in the day should sign out or in with the academic secretary or receptionist.

TERM- TIME HOLIDAYS

As an International School we recognise that families and students 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 Campus Principal at least two weeks prior to the proposed holiday.

Straits International School Penang will consider every application individually, however only in exceptional circumstances will it be approved.

Straits International School Penang will not authorise a holiday during external examinations e.g. IGCSE Examinations

Provision of Catch-Up work for absent students

Work will only be provided, on request from a parent, if the student has been absent due to a long term illness. In all other absences the student 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.