

Attendance policy

For school year 2018-2019

Date of approval: 03.07.2018

1. Purpose

Regular attendance and punctuality are mandatory and vital if students are to benefit fully from the academic activities offered by Avenor College. Progression and continuity are essential in the learning process and this is the reason why our school aims to ensure student's full and punctual attendance.

There are two categories of absence, **authorised and unauthorised**. **Authorised** absence is when a student is not in school because of sickness or another unavoidable cause and the school has been notified in advance. An **unauthorised absence** is when the school has not received written notice or a medical letter from parents or when a parent's request for authorised absence has been denied.

The mandatory attendance at school activities during the academic year is 95% for each Avenor College student. Each student will have an 'Individual Timetable' (including curricular hours and clubs hours). This percentage is criteria for admission in the next school year.

2. Roles and responsibilities

- **The role of teachers**
 - Recording the absences in Engage/MIS for every class by each teacher, back-up teacher, club teacher.
 - Weekly centralisation of absences by Engage or the Office Manager is sent to the form tutors and the coordinator.
 - Each situation is discussed during the weekly meetings with the form tutors and the coordinator.
 - Intervention plan when the mandatory attendance is not respected.

- **The role of parents**

We expect and encourage parents to support and ensure their children achieve maximum possible attendance and that any problems that prevent this are identified and acted on promptly. They must:

- notify the school (the form tutor and the Office Manager) as soon as possible by SMS, WhatsApp written message or email if their child is not able to attend due to sickness or another valid reason for absence.
- avoid making non-emergency medical/dental appointments for their child during school hours.

Parents are advised to avoid long-term absences and family holidays during term time as this has proven to affect student progress. It is important to check the school calendar when planning holidays.

The absence from class affects academic results. Parents must be aware that attendance is important for learning and punctuality is a character trait we try to model.

- **The role of students**

Students are responsible for maintaining their attendance and punctuality at the highest level. They must:

- attend all lessons on time and be equipped for learning
- follow school procedures if they arrive late for class

3. Procedures

How can the school be notified in case of absence?

In case of unscheduled absence, the parent must inform the form tutor and the Office Manager before 8.30 am (the start of the school schedule).

How can the absences be authorised?

Absences will be authorised weekly in the Engage/MIS:

- 4 days/term - based on the notification from the parent (by email, text message or written and signed letter).
- Over 4 days of absence - medical letter/medical exemption justifying the cause; the form tutor must send the exemption to the medical team.

Unauthorised absences of students are monitored as follows:

a. Recording the absences in the Engage/MIS for every class by each teacher;

b. Weekly centralisation of the absences by Engage/MIS or the Office Manager is sent to the form tutors and the coordinator. Each situation is discussed in the meetings with the form tutors.

c. Each situation is discussed during the weekly meetings with the form tutors and the coordinator.

The consequences:

- 1. Parents are called by the form tutor.**
- 2. Meetings with the parents and the form tutor to establish a plan of improving the attendance of the student.**
- 3. If improvement of the attendance is not achieved and the percentage is below 95%, the student is not enrolled in the next school year.**

4. Absences in Avenor Nursery

Parents are asked to call or email the Avenor Nursery office to inform us if their child is going to be absent and, if possible, for how long. Furthermore, any medical information related to the child's absence should be shared with the nursery in order to ensure that the teachers and medical team can better manage any possible consequences upon the child's return to school.

Avenor Nursery students should attend school for **at least 80% of the time** in order to qualify for a complete Progress Assessment.

If a child's attendance is 80% or more, parents will receive the **Assessment and Progress Record** format that follows the prime and specific areas mentioned in the revised development matters in the Early Years Foundation Stage (for Nursery and Reception) together with the Primary Framework for Literacy and Mathematics (for Year 1).

If a child's attendance is 35 to 80%, the **Progress Record** will include comments on the child's development, summarising their knowledge, skills and understanding in all seven prime and specific areas of learning, which parents can also find in the weekly Note to Parents.

If a child's attendance is 35% or lower, the **Progress Record** will include comments on the child's skills and abilities in the prime areas of learning as well as a teacher insight on how to support the child's next steps in learning; this type of Progress Check also applies to all of the Nursery Green children at the end of the first term.