



The  
British School  
of Monaco

**POLICY SECTION:** Section 5 – PASTORAL

**POLICY NUMBER:** 5.05

## **ATTENDANCE POLICY**

**EFFECTIVE FROM:** 29/VII/22

**REVIEWED:** 07/VII/23

**REVIEW DATE:** Summer 2023

# The British School of Monaco

## Attendance Policy

### Principles

Consistently high levels of attendance and excellent punctuality are vital elements of the ethos of The British School of Monaco. We believe that there is a clear link between good attendance and punctuality, progress and achievement.

### Practices and Procedures

The Principal:

- Has overall responsibility for attendance at The British School. Attendance registers are taken at the beginning of the day by the homeroom or class teachers. Attendance registers will also be taken for all after-school activities and off-site activities.
- Has overall responsibility for monitoring the accuracy of the registers.
- Will check that registers are completed by teachers at the start of the day.
- Is responsible for the analysis of data, identifying patterns and trends of absence. He is also responsible for making decisions about appropriate interventions for students whose attendance or punctuality is causing concern. Attendance and punctuality data will be included in a student's school report when relevant.

### Expectations

Students will:

- Arrive at school between 08.30 and 08.45 every morning to register with their teacher.
- Arrive punctually and attend every lesson on time during the school day.
- If late, make up the time and catch up the missed work in their own time as directed by the teacher.

Parents will:

- Ensure their children attend school every day on time throughout the year.
- Inform the School Secretary of any absence by 09.00 in the morning on the first day of absence.
- Provide a full explanation of any student absence.
- Provide a medical certificate following a student absence of more than two days;
- Arrange medical appointments outside school hours.

- Only take holidays out of term time.
- In the case of essential absence during term time, request permission in writing from the Principal at least five days in advance. Leave of absence will of course be granted in emergency situations.
- Be aware that repeated absence throughout the year may result in the loss of automatic re-enrolment, and the loss of a student's place at the end of that academic year.
- Protracted absence, as described in the School Contract, other than for officially reported medical reasons, may result in a student losing their place at The British School of Monaco immediately.
- Provide up to date contact details for the school.

Teachers will:

- Arrive at school before 08.00 in the morning.
- Inform the Principal before 07:00 if they are unable to come to school.
- Ensure that they arrive punctually for lessons and register students.
- Check any questionable absence with the Principal, for example if a student was present in the morning but not in the afternoon session.
- Alert the Principal if they are concerned about the attendance or punctuality of individual students in their classes.

The School Secretary will:

- Follow up any unexplained absences.
- Monitor attendance and punctuality.
- React and communicate promptly with the Principal where a pattern of lateness or non-attendance is emerging.
- Communicate to teachers if planned absence has been requested.
- Phone, e-mail or text parents on the first day of absence where no explanation has been given.
- Inform the Monégasque authorities of any sustained unauthorised student absence.

### **Long-term absence due to medical reasons**

Where there are medical reasons for a student failing to attend school for a long period of time (exceeding 15 days of convalescence), the school has a duty to provide some educational support. Medical evidence stating that a student is unfit to attend school must be supplied to the Principal to enable support to be arranged. For short periods of illness, the school may provide work.

## **Registration**

The school currently uses an electronic system of registration. Morning registration is completed in the first ten minutes of the start of the school day. School begins at 08.45 prompt.

Pupils arriving after the start of the school day must report to Reception before going to class. Their name will then be entered into electronic register. It is vital that any pupil arriving late is signed in, in order to comply with Health and Safety procedures. Pupils arriving after 08.45 will be marked with a late (L) mark.

We all have a responsibility to encourage punctuality. It is important that every child arrives in school on time throughout the year as English and maths are taught at the beginning of the school day and are fundamental to a pupil's educational needs.

### **The following information is issued to parents in the Parent Handbook:**

“A student who is absent even one school day a month is missing out on key learning and a late return to class impacts on his learning and on that of others. The British School of Monaco provides for generous holidays within the school calendar and Monaco also has plenty of public holidays.

However, in the unlikely case that you should need to take your child out of school during term time, parents must **write** to the Principal at least five days in advance to have the absence authorised. Authorised absence will **not** be given for additional holidays during term time, early departures for the weekend or late returns after half term and end of term holidays but within reason, absence for specific faith events will be permitted.

Following authorised absence, students are responsible for catching up with missed work as required by their teacher.

The British School of Monaco views regular attendance as a key commitment and whilst we have every expectation that parents will support the school in this regard, it must be made clear that excessive unauthorised absence may result in a student being held back, or ultimately in the withdrawal of a student's place. It also should be noted that the Monégasque authorities require the school to report any sustained unauthorised absence.”

### **Monitoring the Effectiveness of the Policy**

This policy will be reviewed according to the school's policy review schedule or when the need arises by relevant staff, the Principal and the Governing Body, taking account of students' opinions and concerns, and parental views, where appropriate.

The British School of Monaco is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment.