

Attendance Policy

Rationale

ProEd Global School believes that regular attendance and punctuality are essential for providing a conducive learning environment and maximising students' educational opportunities. This policy aims to establish a culture where good attendance is valued, ensuring communication between the school and parents, safeguarding students' welfare, and complying with legal obligations.

Purpose

The Attendance Policy is designed to:

- Create a culture where good attendance is the norm and valued.
- Foster effective communication between the school and parents/carers regarding attendance.
- Safeguard students by tracking their whereabouts and ensuring compliance with legislation.
- Prevent truancy and work collaboratively with other schools to share best practices.
- Establish procedures for managing attendance-related issues.
- Encourage parental involvement in maintaining regular student attendance.
- Ensure duty of care through monitoring and intervention when necessary.
- Recognise students' rights while maintaining the integrity of the educational process.
- Address absence and tardiness, including their financial implications.
- Outline guidelines for approving leave of absence under exceptional circumstances.
- Define the roles and responsibilities of school personnel, parents, and students in upholding attendance standards.

Guidelines

School Aims and Expectations

- Cultivate a culture that values and normalises good attendance and punctuality.
- Demonstrate the importance of attendance to students, staff, and parents.

Duty of Care

- Monitor daily attendance and address poor or irregular attendance through communication with parents/guardians.
- Issue warnings and request meetings if a child's attendance drops below 80%.
- Establish emergency contact details for students and ensure their accuracy.
- Take the necessary steps for prolonged absenteeism concerning student well-being.

Attendance Rights

- Students must pre-arrange periods of low or non-attendance with the Head of School.
- Submission of official documentation for medical or family-related absences.
- Allocation of catch-up resources at the discretion of the school for missed studies.

Absence and Financial Implications

- No refund or additional tuition for missed periods; materials are provided at the school's discretion.
- Emphasise punctuality for all skill development sessions, inside or outside the campus.
- Clear guidelines for handling late arrivals that impact scheduled activities or learning sessions.

Truancy

- Treat truancy seriously due to its impact on learning and student safety.
- Build strong relationships with students and families to promote attendance.

Approving Leave of Absence

- Grant leave only in exceptional circumstances, considering various factors including the child's age and academic impact.
- Medical certificates are required for absences during formal assessments.

Role of Head of School

- Delegate responsibilities to ensure compliance and promote the importance of attendance.
- Monitor attendance data, set targets, and update policies regularly.
- Coordinate daily attendance monitoring, safeguarding, and communication with stakeholders.
- Implement interventions, support strategies, and rewards for attendance improvement.

Role of Parents/Carers

- Collaborate with the school to support their child's education and comply with the policy.
- Ensure punctuality and regular attendance, informing the school promptly of any absence or changes in contact details.
- Avoid term-time holidays unless, under exceptional circumstances, providing prior notice and completing necessary forms.

Role of Students

- Understand and comply with attendance and truancy policies.
- Recognise the importance of attending classes regularly and the consequences of truancy.
- Accept sanctions if caught playing truant and return to school promptly after illness.

Managing Attendance

- Establish a culture of attendance monitoring and regular discussions among staff.
- Model good attendance practices among school personnel.
- Outline procedures for addressing patterns of poor attendance or lateness.
- Establish effective communication channels between home and school.
- Safeguard students by monitoring and accounting for all absences.
- Comply with relevant legislation and develop procedures to prevent truancy.
- Collaborate with other schools to improve attendance practices.
- Encourage school personnel to be vigilant in identifying attendance trends and patterns.
- Provide support and understanding to students facing unavoidable circumstances impacting attendance.
- Emphasise parental responsibility in ensuring regular school attendance.