



BGA ATTENDANCE POLICY

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BGA ATTENDANCE POLICY

This policy and guideline is for parents of BGA children and for BGA staff. It outlines the processes that must be followed with regards to attendance/absence at school and punctuality. High levels of attendance and punctuality are important in a child's education for a number of reasons. The most obvious of these is so that a student does not miss the learning opportunities offered at school. Evidence from the UK and other international schools clearly states that low levels of attendance (below 90%) have a detrimental effect on overall progress and crucially on examination success. Universities and schools that a student may move on to on leaving BGA routinely ask about attendance and punctuality. BGA asks this of the schools that our students come from as part of the admissions process. Poor attendance is often a reason for admissions rejections at school and university level. Attendance and punctuality are also good habits that students should develop and carry on into their life after education.

Reported levels of attendance

Attendance is reported on each half term throughout the academic year.. Attendance at the following percentages can be classified as:

- Excellent: 97.5% or better
- Good: 95% to 97.4%
- Improvement needed: 90% to 94.9%
- Unsatisfactory: 80% to 89.9%
- Poor: Below 80%

Nb: 97.5% equates to 1 day absence every 8 weeks, 95% equates to 1 day absence every 4 weeks, 90% equates to 1 day absence every 2 weeks, 80% equates to 1 day absence every 1 week.

Levels of punctuality

Punctuality is not reported on in school reports as we know that punctuality is mostly out of the control of the student. Please note that as the majority of BGA students are brought to school by parents, carers or drivers, we understand that lateness to school is not usually the fault of the student. However, punctuality is important and a habit that students do need to adopt for future life. If there are sustained problems with a child's punctuality, parents will be contacted.

Action on levels of attendance and punctuality that fall below satisfactory

If a student's levels fall below Satisfactory i.e. 90%, the school may request a meeting to discuss the issue with parents.

Using Attendance Data

Students' attendance will be monitored closely including daily monitoring and weekly analysis to determine patterns. The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

Stage Coordinators will provide the mentors with regular attendance for each student within their mentor class. They will monitor student absence on a weekly basis and act accordingly (see Appendix 1).

We recognise that poor attendance can be an indication of difficulties in a student's life. This may be related to problems at home and/or in school. We will seek to identify any additional support that may be required due to difficulties or changes in circumstances that may affect a student's attendance or behaviour in school, for example, bereavement, divorce/separation.

The school will implement a range of approaches to support improved attendance.

Strategies used will include:

- Email to parents to indicate absence and potential pattern of absences
- Discussion with parents and students
- Same day calling
- Senior Leader meetings with parents and agreement of attendance contracts

It is the parent's responsibility to ensure the student regularly attends school. The school cannot be held responsible for progress and examination results of students with a poor attendance record. Any relevant support offered to families will be child centered and planned in discussion and agreement with both parents and pupils.

Long term versus sporadic absence

It is understandable that children may suffer a serious illness that means otherwise good or excellent attendance is marred by a single block of illness-related absence. Such absences are viewed differently to sporadic absence.

Coding of absence

The school's official records code absence as authorised or unauthorised. The table below outlines the different absences in each category. (*Note: Students on school trips are counted as present*).

Authorised Absences	Unauthorised Absences
<ul style="list-style-type: none">● Illness for 1 or 2 days that are explained in writing (letter or email) by parents.● Illness of 3 or more days that are explained by a doctor's note or letter.● Medical appointments when school is notified.● Close family member weddings, christenings (or the equivalent) and funerals if school is notified.● Bereavement leave for close family members.● Compassionate leave due to family circumstances.● Religious observance for recognised events.● Participation in approved sporting or similar events if school is notified.	<ul style="list-style-type: none">● Illness for 1 or 2 days that are not explained in writing (letter or email) by parents.● Illness of 3 or more days that are not explained by a doctor's note or letter.● Medical appointments when school is not notified.● Family holidays.● Any absences when the school has not been notified in writing (letter or email).

Procedures for parents informing school of absences

School should be informed beforehand of any absence for which pre-notification is possible. This includes family holidays even though they remain coded as unauthorised absences. An email outlining the circumstances and dates should be sent to the student's class teacher or mentor. Class teachers and mentors will inform the school administration.

If a student is unable to attend school and it has not been possible to inform school beforehand, parents should telephone school or email the class teacher/mentor as soon as possible.

If school is not pre-informed of an absence, the school office will telephone parents of students who are absent on the first day of such absence.

Procedures for lateness

Students arriving after 9:00am will be registered as late on Edupage by the Attendance Officer in the Atrium Reception desk between 9:00 and 9:30am. After 9:30am students will need to visit the school office to register. Students must present a **late slip** (which details their name and time of arrival) to their teacher in order to enter class. Students arriving without a late slip will not be admitted to class without obtaining a slip from the Attendance Officer / Admin Office. The Admin Office will then record the student as late on Edupage.

Procedures for alternative provision

Under circumstances where the school provides alternative provision (eg. online learning during COVID) students will be marked as present if they are visible and present during online lessons. This policy will be reviewed and amended to take into consideration unforeseen provision when required in the future.

APPENDIX 1. INTERVENTION PROCEDURE

Step 1
Mentor + SC monitoring & consultation
Data gathered on student attendance at least weekly and interpreted by Mentor and SC
Mentor + SC discuss and identify ‘watch list’ students (where attendance has fallen below 90% per term with consideration for the pattern of absence) as standing agenda items for relevant staff briefings.

Step 2
Mentor Intervention
Conversation with student and/or letter to parents (providing weekly summary) using standard template – parental phone call and/or parental meeting in second instance to establish causes or difficulties.

Step 3
SC Intervention
Further conversations with student and letter to parents / parental phone call / meeting
SC to monitor and implement intervention strategies as necessary.
Summary attendance letters sent to relevant families at least half termly.

Step 4
Head of Secondary / Principal Intervention
Assuming no or minimal improvement is made within Step 3 during the following month.
Parental meeting to discuss further and outline possible further sanctions.

APPENDIX 2. ATTENDANCE CODES

Attendance under Edupage is classified as:

Present	Green tick
Absent	Red hyphen (requires follow up)
Unauthorised absence	Red hyphen (u)
Authorised absence	Red hyphen (e)
Late	Clock symbol A
Early exit	Clock symbol B