

# Myanmar International School Yangon

## Attendance and Punctuality Policy



**Approved by:** Ei Ei Zin (Board of Directors) **Date:** 29th December 2022

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**Next review due by:** September 2026



## Attendance and Punctuality

### 1. Rationale

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

### 2. Practices and Procedures

The head of school has overall responsibility for attendance at MISY.

Attendance registers are taken at the beginning of the day and at the start of every lesson by secondary teachers and at the start of the day for primary teachers. Attendance registers will also be taken for all after-school activities and off-site activities. The head of section has overall responsibility for monitoring the accuracy of the registers;

The day-to-day checking and input of information provided by teachers/tutors at the start of the day is the responsibility of the administrative assistants.

The head of the section is responsible for the analysis of data; identifying patterns and trends of absence.

The head of section is also responsible for making decisions about appropriate interventions for students whose attendance or punctuality is causing concern.

All attendance data for both regular school day activities will be recorded in the school information system: Managebac.

### 3. Expectations

The following are the expectations of MISY;

#### **Students will:**

- arrive at their first lesson/tutor base by 8.10am every morning to register with their teacher. It is expected that they should be in school no later than 8.00am to allow time to get to class.
- arrive punctually and attend every lesson on time during the school day.
- sign in at reception if they are late, providing an explanation of lateness.
- make up the time and catch up the missed work in their own time as directed by the tutor or/and head of section.

#### **Parents will:**

- promote and encourage their child to attend school regularly and punctually. We expect students to attend at least 92% of all school days and lessons and for lateness not to exceed 10% of all school days.
- inform the school of student absence by 8am in the morning on the first day of absence.
- provide an explanation of any student absence.
- In the case of a planned absence the parents must request permission at least five days in advance.
- provide up to date contact details for the school.

#### **Teachers will:**

- arrive at school before 8:00am in the morning.
- inform the head of primary or head of secondary before 7:30am if they are unable to come to work.
- ensure that they arrive punctually for lessons and register students.

- take a register for every lesson (secondary) or at the start of the day (primary) and record absences accurately.
- ensure that students arriving to class after 8.20am provide a late slip issued by the office when the student signs in.
- check absentees throughout the day with the morning attendance data on the school system and inform the administrative team if a student has been marked present but is absent from the lesson (questionable absence).
- challenge students moving around school during lesson time.
- encourage students to get to their next lesson during change-over times and at the end of break times.
- Alert the head of section if they are concerned about the attendance or punctuality of individual students in their classes.

**Tutors and Primary class teachers will:**

- establish clear links between themselves and their tutees' parents/ carer.
- react and communicate with parents quickly where a pattern of lateness or non-attendance is emerging.
- accurately complete the register at the start of the day and ensure that this is submitted by 8.25am.
- discuss the importance of good attendance and its influence on attainment with their tutor group or class.
- Alert the head of section if they are concerned about the attendance and punctuality of individual students

**The Primary and Secondary administrative assistants will:**

- follow up any questionable absences.
- record and monitor attendance and punctuality
- react and communicate with heads of section quickly where a pattern of lateness or non-attendance is emerging.
- communicate to tutors/teachers if planned absence has been requested.
- contact parents on the first day of absence and by 10am where no explanation has been given.

**The Heads of section will:**

- support all students and their families for whom attendance and/or punctuality is causing concern, through established procedures.
- signpost students and families to additional support where necessary.
- encourage the prompt start of the school day and encourage students to make their way to their first lesson.
- encourage students to get to their next lesson during change-over times and at the end of break times.
- provide up-to-date information in the parent handbook to explain the attendance and punctuality procedures.
- Provide attendance and punctuality data to parents on a regular basis
- Issue attendance and punctuality report cards where necessary.
- Review attendance and punctuality information on a regular basis and identify where intervention is required.

**The school administrative team will:**

- request up to date contact details and keep the school database up-to-date.
- make it clear to parents what they should do if their child is absent from school and encourage prompt contact with school.

#### **4. Absence explanation**

Authorized absences include

- illness
- emergency medical or dental treatment (where appointments cannot be made outside the school day)
- religious observation
- participation in a school approved educational activity
- exclusion
- Study leave
- Family responsibility
- A college or job interview
- Visa interview
- Other unavoidable circumstances

#### **Unauthorized absences include**

- Any absence that cannot be justified including absence supported or condoned by a parent/carer.
- unexplained absence from school (where contact has not been made by parents/carers)

#### **5. Long-term absence resulting from physical or psychiatric illness**

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 school to enable support to be given. For short periods of illness, the school may provide work.

#### **6. Long term absence for other reasons**

Parents should inform the school if a student is going to be absent for a period of time and provide the reason for this. Educational support during the period of absence should be discussed between the parent and Head of School so that work can be provided if necessary.

#### **7. Illness during the school day**

Students who are unwell and unable to attend classes will be sent home following notification to parents by the school nurse. If a parent/ carer is unavailable during the day, the student will be monitored in school until the end of the school day and the nurse will inform the head of section. Where a student is hurt and must attend hospital as an emergency patient, parents/ carers or a nominated adult must either accompany the child to the hospital or arrange to meet at the hospital as a matter of urgency.

#### **Documents linked to this policy:**

Behaviour for learning policy

Healthcare policy



### **Attendance and punctuality procedures Students**

Registration at the beginning of the day:

- Class teachers (primary) and tutors (secondary) take registers using Managebac at 8.10am.
- If electronic registration is not possible then paper registers should be completed and given to the admin assistants (primary and secondary). Attendance data will then be added to Managebac by the admin assistants as soon as possible and no later than 10am.
- Class teachers and tutors should either mark students as present, absent (no reason) or late if they arrive during the registration time (before 8.20am)
- All registers should be completed by teachers and tutors no later than 8.20am.
- Information about reasons for absence should be directed to the administrative assistants by parents and teachers. This can then be followed up appropriately by the administrative assistants.

Lesson by lesson registration (secondary)

- Teachers should take registration within the first 5 minutes of the lesson using Managebac. If electronic registration is not possible then a paper register should be taken and sent to the administrative assistant for secondary so that this information can be added as soon as possible by the administrative assistant. Any questionable absences (eg. if the teacher can see that a student was in school for lessons or registration earlier in the day but is not in their lesson) should be reported to the administrative assistant, who will alert the head of secondary.

Students arriving late:

- Students who arrive after 8.10am but before 8.20am will sign in at the entrance of the school. This information can be checked against late marks added by the teacher/tutor and amended where necessary by the admin assistant at reception.
- Students who arrive after 8.20am should sign in at reception.
- Late marks and messages (from 8.20am onwards) will be added to Managebac by the administrative assistant.

Absence checking:

- From 9.00 am, administrative assistants (primary and secondary) will check on students who have been marked as 'absent (no reason)' to see if they are in fact in school. If students are not present the admin assistants will contact parents by 10am at the latest. Changes will be made and messages added to Managebac by the admin assistants following contact with parents. If no contact can be made, the student will be marked as an 'unauthorised absence' until the parent contacts the school. Administrative assistants should add a message on Managebac to show when contact was attempted.
- If a school trip or activity has been arranged during the school day then a list of students who will be absent should be given to the administrative assistant and reception before the event by the organiser so that the relevant information can be added to Managebac.
- Administrative assistants will immediately alert heads of section if a student is absent without the knowledge of the parent or is reported as missing during the school day.
- In case of emergency evacuation teachers (primary) and the administrative assistant (secondary) should keep a record of absent students so that emergency registrations can be completed accurately.

Students leaving during the school day:

- No student should leave during the school day without contact being made with the parent. Once this has happened and permission has been given by the head of section then the student must sign out using the established procedure and present the sign out slip to the security guards at the school entrance. If students do not have a sign out slip, security guards should send the student back to reception.
- A note will be added on Managebac to show why the student has left the school in order to inform teachers of student absence from their lessons.

Attendance analysis:

- Absence reports will be produced for heads of section on a regular basis by the systems manager so that trends and questionable absences can be followed up as necessary.

### **Attendance and Punctuality procedures. Teachers**

Procedures for attendance and punctuality can be found in the staff handbook