



BIS Student Attendance Policy

Last Reviewed: Seotember 2021

STUDENT ATTENDANCE POLICY

Authorised Absence Procedures

It should be a rare occurrence that a student needs to leave the school premises during a normal school day. However, if a student is going to be absent for part or all of a school day due to an absence that is known about in advance (e.g. dental/medical appointment) the procedure outlined below should be followed:

Parents must contact the relevant Tutor to inform them of the upcoming absence. If possible, parents should also send the appointment card or details regarding the absence in their communication. The Tutor will then respond to the parent, copying in the relevant SLT member.

- The student must then see their Head of House before the day of the planned absence to collect an authorised Absence Pass from the Head of House (please see draft below). This pass will be signed by the Principal, giving the student permission to leave school at the appropriate time.
- On the day of absence, the student must hand the pass to the receptionist before leaving the school premises.
- If they return to school later on the same day, the student must sign back in at reception.
- If a student is unwell during the school day and is sent to the medical room and it is deemed necessary for the student to be sent home, they will also be issued with an authorised Absence Pass which will be signed by the school nurse.

For longer periods of planned absence, parents should get in touch with the relevant Tutor. Requests will then be passed to the Director of Studies or Principal.

Absence and Lateness Procedures - Parents

- If your child is going to be absent or late to school due to illness or other unforeseen circumstances (not including school trips, sports fixtures etc.), please contact the school as soon as possible by phone or email. Please contact the school each morning that your child is absent.
- For all authorised absences (e.g. unavoidable medical/dental appointments during the school day), please follow the school's authorised absence procedures, which are published on the Parent Portal.
- All students should be in school and in Period 1 classrooms prepared and ready to learn by 7.30 Am each weekday morning. If a student is late to Period 1, they must sign in at Reception and collect a late slip which they must then show to their teacher when they arrive at their lesson.
- Students who are late to a lesson or to Tutor Time will be marked as late.

REVIEW DATES

This policy is effective from: 1st September 2021 and supersedes all previous policies regarding disciplinary. This policy is due for review and republication on: 1st September 2022