

Table of changes

Date	Version	Summary of Amendments	Author
31.08. 2021	1	n/a	AS

Statement

It is very important for students, carers, parents, host families and staff to understand the importance of regular attendance and the consequences of missing lessons.

BIS delivers a rounded curriculum instilling in students experience, skills and knowledge helping them to become an independent, confident and responsible adult, and to acquire a qualification which sets them up for academic and professional success.

Students can take full advantage of the opportunities offered only by attending the entire course.

Expectations: students

BIS expects students to attend every lesson and to turn up on time and with the appropriate learning materials.

The school day starts at 08:40am. Arrivals after this time are late and students are required to sign in at reception before making their way to the classroom.

When a lesson is missed, a student is expected to enquire what was missed and to catch up in their own time and as soon as possible to give them the foundation on which the next lesson will build.

Expectations: parent, carers, host families

BIS expects parents, carers or host families to arrive at school on time at 08:40am. Any arrival after this time will be recorded as late.

If a student is unable to attend, BIS must be notified by the parents, carers or host family of the absence and the reason for it no later than 08:30am. Notice can be given by telephone, email, in writing or in person.

If the duration of the absence is longer than one day and known from the outset (for example, a quarantine period after certain infections), this may be communicated to the school at the beginning of the absence. Otherwise it is required that a new notice of absence is given every morning.

BIS can request evidence for the reason given for the absence, such as a doctor's note.

Authorised absences notified in advance

Students may miss a lesson due to a medical appointment or any type of unavoidable appointment which cannot reasonably be taken out of school hours. Parents, carers or host families must request authorisation for this absence at least 1 day before it occurs and state the time the student is likely to be away and the reason for the absence. Requests can be made by telephone, email or in writing. Requests in person are not possible. BIS will decide if the absence will be authorised. If authorisation is not given, the student must attend as normal.

Authorisation is unlikely to be given where there are concerns about this student's attendance in general.

Authorisation will never be given for a holiday out of term time.

BIS' responsibility

BIS will record absences, late arrivals and early departures in the attendance register for the respective class.

If a student is not attending and no notification has been received of their absence by 9:00am, the school will contact the parents, carers or host family to investigate. This acts as a safeguarding measure to ensure a responsible adult is aware of the absence.

Parents will be informed of their child's attendance in school reports.

Attendance register

The teacher teaching the first lesson will register each student's attendance at the start of the day and pass the register to the office. The office will monitor the register for absences and make the necessary enquiries. Notifications of absence will be added and the student recorded as authorised or unauthorised absent / late.

The headteacher will monitor the attendance log with regard to unusual or concerning absences.

The log is a legal document and can be used to prove absence or attendance. It also serves as a basis for the attendance information given in the school report.

Attendance concerns

Where there is concern about a lack of attendance, BIS will contact parents, carers or host families and discuss the issue.

If no improvement is seen, the school will set up a meeting between the parents / carers / host family and the Personal Development Co-ordinator, the Designated Safeguarding Lead or the form tutor to

further discuss mitigation. The meeting is of a supportive nature and aims to help all parties understand the reasons for the absence and to come to a mutually agreed plan of action.

Persistent absence

Any unauthorised absence falling below 90% is regarded as persistent and requires immediate action as described above (attendance concerns).

Unauthorised absences lasting 4 weeks or more can lead to the student being removed from the school roll.

Fines

The local authority can fine the parents of an absent student.

Circumstances in which a fine can be issued include:

- Persistent lateness (6 sessions within 6 weeks)
- Unauthorised absence on 6 or more days within one term
- Unauthorised holiday taken during term-time

Other sanctions

BIS reserves the right to give detention to students who arrive late.