



FOUNDED 1900

THE ENGLISH SCHOOL  
A SECOND CENTURY OF EXCELLENCE

## Attendance Policy and Sign-out Policy

---

### The English School

The person responsible for Policy	Stuart Walker, Headmaster Anne-Marie Tellalis, Assistant Head Elena Ignatiou, Assistant Head
Ratified by	The Board of Management
Version Number, last date updated	October 2023
Date Approved	31 <sup>st</sup> October 2023
Review Period	Yearly
Next Review date	October 2024

## Table of Contents

Introduction .....	2
Lateness to school – Procedure to sign in into school.....	2
For Years 1-6 .....	2
For Years 7.....	2
Monitoring lateness to school: .....	3
Registration and lateness to lessons.....	3
Monitoring lateness to lessons .....	3
Procedure for signing out of School.....	4
Planned departure from school.....	4
Feeling unwell .....	4
Games .....	4
Absences: .....	5
Student is unwell.....	5
Up to two-day absences .....	6
Absence from school for more than two days.....	6
○ For visits abroad.....	6
○ Medical reasons .....	7
Year 7 Student away due to interviews (up to three days) .....	7
Monitoring of absences .....	7
Whole day absences .....	7
Lesson absences.....	7
We expect regular attendance .....	7
Years 1-6 .....	8
By October, half Term:.....	8
By end of November: .....	8
By the end of Term 1:.....	8
Year 7: .....	8
By October half Term:.....	8
By end of November: .....	8
By the end of term 1: .....	9
Links with other Policies .....	9
Morning attendance & Monitoring flowchart .....	10
Lesson Attendance & Monitoring flowchart.....	11

## Introduction

All students are expected to attend school regularly. Absence from school must be avoided as much as possible. It is vital that students are in school to attend their classes or (in the case of seniors) to be in supervised study periods). Research shows that absence from school will have a detrimental impact on student achievement. It is the responsibility of every student (and his or her parent/guardian) to ensure they avoid unnecessary absenteeism so as not to face any negative consequences. Attendance to lessons can be monitored by parents on the Weduc (note: Weduc percentages shows period 1 attendance records and not full day attendance). Should you like a full report of your child's attendance please contact our Attendance officer, at [attendance@englishschool.ac.cy](mailto:attendance@englishschool.ac.cy)

## Lateness to school – Procedure to sign in into school

### For Years 1-6

- When coming in late from 7.40 am to 7.45 am the student can go directly to class and will be accepted by the teacher however marked in the system as a 'T'.
- Following 7.45 am the student should come to sign-in at the Main office. The student will state their student ID to the Administrator and will be issued a late slip stating the time the student registered with the administrator. The student will be marked by the administrator as "L" in the system and the time registered. Parents will receive an SMS message by 9 am that the student was late to school.

**Note: Year 6 students coming in after 8.00 am will need to complete a sign-in form and see a member of the Senior Leadership Team (SLT) to be able to sign-in.**

- Student then should quickly go to their lesson. The slip issued by the administrator at the Main office should be given to the subject teacher. The subject teacher does not require to do anything further as the attendance records are handled by the main office.

**Note: Under no circumstances can a teacher accept a student in a class after 7.45 am without a late slip from the Main office. The student should be asked to leave and follow the correct sign-in procedure.**

### For Years 7

- When coming in late from 7.40 am to 7.45 am the student can go directly to class and will be accepted by the teacher, however marked in the system as a 'T'.
- If any Year 7 student arrives in school after 7.45, they need to sign in at The Study Centre. Year 7s should understand the importance of not missing any learning time in school and the lack of courtesy to their teachers for failing to arrive in time for the start of period 1 as well as the resulting disruption to the lesson already in progress.
- No member of staff will permit any Year 7 student into class after 7.45 for period 1, please ask the student to go to the Study Centre. As stated above, late arrivals in class have a detrimental effect on the learning of other students in those lessons that will have already begun.
- These students will be supervised in the Study Centre until the bell sounds for period 2. During this time, they must stay in the Study Centre and read/do homework or prepare for class.
- Students will be marked as 'L' for period 1.
- Students will be able to attend lessons from period 2 onwards.
- Parents will be informed by SMS message regarding their unacceptable late arrival to school on that day.

- If a Year 7 student arrives in school during period 2, they need to go to the Main office to collect a sign-in form and see a member of the SLT to be able to sign in.

### Monitoring lateness to school:

Form Tutors have the responsibility to monitor student attendance at school in collaboration with the attendance officer. While the Head of the year has the responsibility to monitor that the below procedure is followed.

- 1) TWO or more lates to school in a week that is to say, **late to period 1 (Code L) AND/OR absence from the whole of Period 1 (code N)**
- 2) Issue a behaviour point.
- 3) In line with new sanctions procedures, refer the list of all such students to the relevant Head of Year who will arrange detention – These will be arranged on a two-weekly basis.
- 4) **In the same term**, a repeat of the above
- 5) **AND** a warning letter to parents to be issued by the Form Tutor.
- 6) If a student continues to be late to school for no good reason, the Form Tutors consult with the Head of Year who will call the parents and warn that the child may face suspended (internal) exclusion if s/he cannot get into school in time.

If there is no improvement, the next step will be an internal exclusion – placed on their school record.

Continual lateness will lead to home suspension and meetings with parents with the involvement of the Headmaster, who with the Assistant Head and Head of Year will decide on the future of the student.

### Registration and lateness to lessons

- 1) Registration should be taken using WEDUC or SIMS by the subject teacher the first five minutes before starting the lesson.
- 2) If a student comes in late, teachers should adjust the attendance record at the end of the lesson to show 'T' and add a comment of minutes late.
- 3) If the student was present in the morning, immediately notify the Main office that a student is missing from your class. Email to communicate: [missing@englishschool.ac.cy](mailto:missing@englishschool.ac.cy). Please refrain from sending personal emails to individual staff members. Using the above email address will alert all the relevant personnel who will follow the process as outlined in the Missing Child policy.

### Monitoring lateness to lessons

- 1) If a student is recorded as unjustifiably late to any period, **three times a week**, FT issue the student with **one behaviour point**.  
(Form Tutor looks at the "L" and "T" recorded in the attendance register.)
- 2) In line with new sanctions procedures, refer the list of all such students to the relevant Head of Year who will arrange detention – These will be arranged on a 2 weekly basis.
- 3) Form Tutor will contact parents by email reporting our concern.
- 4) A repetition of such behaviour in a term will incur a second detention, a warning of more serious consequences and another behaviour point.
- 5) A third occurrence, will require internal suspension and a letter home.

## Procedure for signing out of School

### Planned departure from school

If a student needs to **leave school** early for **ANY** reason, e.g. driving exam, or a specialist appointment that cannot be arranged at any other time, the following will need to be done:

- Parents/guidance communication
  - The parent should go to WEDUC and report an absence or
  - Write a letter requesting the early departure of their child or
  - Telephone 22799360 to report the absence between 7.30 am to 1.30 pm.
- During breaks, the student must come to the Main office and complete a sign-out form, if a WEDUC notice was completed or a telephone message received, the administrator in the main office will record this on the sign-out slip.
- Once the details are noted on the sign-out form, the accompanying letter from home, or comments from the administrator, approval will need to be gained from any member of the Senior Management Team. In the event that **no SLT is available**, due to teaching or SLT meetings, the School's CFO Mr Andreas Moyseos can give approval.
- Following approval, the Main office administrators will be calling parents to confirm who will be collecting the student and at what time.

### Feeling unwell

If a student is feeling unwell, they are advised to stay home and rest. This will ensure their best recovery and respect others by avoiding cross-contamination.

Should they, however, feel unwell during the course of the school day, then the student should visit the nurse's station. The nurse will examine the student and decide the best action to take.

If a student is feeling unwell and cannot participate in **afternoon games** they are reminded that they need to visit the nurse **before 1.30 pm**.

**Only medical emergencies will be able to sign out from School, e.g. fever, trauma acquiring immediate medical support.**

Students must see the nurse first, who will in turn sign them out after speaking to the parents under **no circumstance should a student call the parent directly to collect them from School.**

This will be seen as **truancy**.

Once proper procedures are followed the nurse will mark the student with "M" medical in the attendance records of the student.

### Games

Games are part of our school curriculum, and it is mandatory to attend. On these days, the school day ends at 3:30 pm. Games attendance is included in the overall attendance statistic.

The school policy clearly states, that if you are well enough to stay during all your lessons, then you must remain for afternoon games. There is a non-physical activity for those unable to be physically active. Even if you have a medical note or parent's letter, not to participate in sports activities, you are **not authorised to sign out**. Students that will be participating in games, and doing non-physical activities will need to report at the sports centre by 2.10 pm at the latest where they will receive further instructions will be given and attendance will be taken.

### **Important reminders**

- 1) All unauthorised sign-outs and absence from afternoon games will be recorded as an unauthorised absence, and three (3) behaviour points will be imposed, with possible further sanctions
- 2) Do not arrange any appointments during afternoon games unless it is a medical emergency. If there is a medical emergency, a doctor's note stating the emergency reason and time of your visit should be submitted to the School by the following day. Notes arriving later will not be accepted.
- 3) Medical Reports and Parents' Letters:  
Should state the condition, symptoms and treatment, if immediate rest is required, this should be stated on the report.
- 4) For those who have a medical reason not to be physically active, you are not to sign out; you will attend the non-physical option unless there is a written request for rest after the School signed by the doctors or parents.
- 5) Upon arrival at the nursing station, inform the nurse you are outside (time of your arrival and departure will be noted on your permission slip)
- 6) During lessons ONLY if there is an emergency should you visit the nurse.
- 7) If you have a parent/medical note to submit, do this during breaks; otherwise, this will not be accepted.

Parents will be contacted by the nurse (for medical reasons), or admin staff as outlined above to collect their children.

### **Absences:**

#### **Student is unwell**

If a student is unwell in the morning and will not attend school, then the parent should communicate with the school using the following options:

- The parent should go to WEDUC and report an absence
- Email us on [attendance@englishschool.ac.cy](mailto:attendance@englishschool.ac.cy)
- Telephone **22799360** to report the absence between **7.30 am to 1.30 pm**.

Students will be marked as "C" = Authorised absence in the system.

If a parent does not inform the school of the absence then the student will be marked as an "N" = Unauthorised absence in the system. At 9 am, WEDUC will forward an automatic message to the parents stating that the student was not in school and they should inform the School of the reason for the absence.

**Note:** Should a student be away from school because they are unwell **after the second day** the school requests a **doctor's note** that clearly states the reason why the student was away. This can be uploaded in WEDUC or the student can bring this to the Main office upon their return.

### Up to two-day absences

If a student needs to be absent for a duration of up to two days for 'other reasons' eg. Sporting competition, participation in music/dancing activities, study leave, exams etc. the following needs to be followed:

- The parent should go to WEDUC and report the absence stating the reason clearly in the system
- Email us on [attendance@englishschool.ac.cy](mailto:attendance@englishschool.ac.cy)
- Telephone **22799360** to report the absence between **7.30 am to 1.30 pm**.

### Attendance records will be marked in the system as follows:

- Sporting competitions = "P"
- Participation in music/dancing activities = "P"
- Study leave = "V"
- Exams not organised by the school = "V"
- Exams organised by the school = "E"
- Doctor's approved leave = "M"
- COVID related issues = "8"

If a parent does not inform the school of the absence then the student will be marked as an "N" = Unauthorised absence in the system. **At 9 am**, WEDUC will forward an automatic message to the parents stating that the student was not in school and they should inform the School of the reason for the absence.

### Absence from school for more than two days

If a student needs to be absent from school for more than two days, some possible reasons are:

- Holiday/Family trip abroad,
- Accompanying a parent abroad due to family/medical reasons
- Student has to undergo a medical procedure
- Student is unwell and has been admitted to hospital
- Student is unwell and has been given bed rest for over a week

The following procedure should be followed:

- For visits abroad
  - A WEDUC absence report is forwarded **two weeks in advance asking** for permission **or**
  - An email to the Headmaster ([head@englishschool.ac.cy](mailto:head@englishschool.ac.cy)) and the relevant Assistant Head: Ms Elena Ignatiou (Lower School, Years 1-3) ([staffeig@englishschool.ac.cy](mailto:staffeig@englishschool.ac.cy)), Ms Anne-Marie Tellalis (Middle School, Years 4-5) ([staffamt@englishschool.ac.cy](mailto:staffamt@englishschool.ac.cy)) or Mr Stuart Walker (Upper School, Years 6-7) ([staffswa@englishschool.ac.cy](mailto:staffswa@englishschool.ac.cy)) **two weeks in advance asking** for permission
  - Once approved, the student will be marked as "C" – authorised absence by the school attendance office.
  - **Note** it is the student's responsibility to ensure he/she speaks to his/her subject teachers to catch up on all work lost.

- Medical reasons
  - A WEDUC absence report submitting a **letter from the doctor** or
  - An email to the student's Form Tutor and Attendance officer, [attendance@englishschool.ac.cy](mailto:attendance@englishschool.ac.cy)
  - Student will be marked as "M" – Medical leave

#### Year 7 Student away due to interviews (up to three days)

Should a Year 7 student need to be away/abroad as they need to attend University Interviews the following should be done:

- A WEDUC absence report submitting a **letter from the doctor** or
- An email to the student's Form Tutor and Attendance Officer ([attendance@englishschool.ac.cy](mailto:attendance@englishschool.ac.cy))
- Students will be marked as "V" – Authorised careers-related, school-related obligations, etc

#### Monitoring of absences

##### Whole day absences

It is the Form Tutors' responsibility to follow up on all unjustified absences.

If a student has been marked for "N" for more than two days in a week, the Form Tutor should communicate with the parent to find out the reason why. The Form Tutor should update the attendance records in SIMS by changing the "N" to "C" and adding a comment (summary of what was discussed with the parent)

##### Lesson absences

The class teacher will investigate any suspected truancy (including from Games). If it appears that, a student has indeed truanted, the subject teacher should issue the student with **five behaviour points** plus detention. This should be reported to the Head of Year via email. The Head of Year with the Assistant Head may take appropriate further action depending on the case and circumstances.

#### We expect regular attendance

Levels of attendance to class:

- 95% = Outstanding
- 90-95% = Very Good
- 85-90% = Minimum acceptable
- Less than 85% = A cause for concern

#### **The level of attendance of all students will be closely monitored.**

When a student's level of attendance begins to show indications that he or she is failing to attend regularly, the following steps will be taken:

## Years 1-6

### By October, half Term:

A student whose percentage of attendance falls below 90%, a warning letter will be forwarded to the parents. The student will also be invited to meet with the Head of Year.

### By end of November:

If levels of attendance have not improved, parents and the student will be asked to meet with the Head of Year and/or Assistant Head. A set of expectations will be communicated regarding attendance with clearly stated targets. This will be communicated in writing as well.

### By the end of Term 1:

If a student's % attendance lies below 90%, this will be seen as a **case of serious concern**.

Parents will be warned that any further deterioration will result in any of the following outcomes:

- For Years 1-6, no promotion to the following academic year, the student will be required to repeat the year, **regardless of the academic level of the child**.
- May not be permitted to participate in a school event.
- May not be permitted to participate in a school trip, both locally and overseas.
- For Year 6 students, UCAS applications will reflect the level of absence as being unsatisfactory. If a university or UCAS application whether in the UK or another country has already been submitted, the school reserves the right to inform the universities that have been applied to or where offers have been received regarding the unsatisfactory level of attendance of a candidate.
- Suspension from School.
- In extreme circumstances, parents may be asked to withdraw their child from the School.

**Note:** Absenteeism which may be due to serious illness or other extreme circumstances will be taken into account. The Headmaster will be the final arbiter of any decision.

## Year 7:

This being the graduating year for students in our school, it is of the utmost importance that students are in attendance at all times. This includes all **A-Level classes**, other courses eg **PSHCE** and **study time**. Students are expected to be on-site and in timetabled rooms. Attendance will be monitored closely.

It is also understood that some Year 7 students may attend university interviews overseas (**up to three days**) or may require a one-day absence from school to sit a university entrance test (LNAT, UKCAT etc.).

The following will apply if attendance levels are a cause for concern:

### By October half Term:

Any Year 7 student whose % attendance has fallen below 85%: A letter to parents from the Head of Year with a warning. The student will also meet with the Head of Year.

### By end of November:

If levels of attendance have not improved, parents and students attend a meeting with the Head of Year (and Assistant Head). A set of expectations will be communicated regarding attendance with clearly stated targets. This will be communicated in writing as well.

### By the end of term 1:

If the level of attendance has dropped below 85% overall, this will be viewed as a serious case of concern. The following outcomes may result:

- Suspension from School.
- May not be permitted to participate in a school event.
- May not be permitted to participate in a School trip, both locally and overseas.
  
- If a university or UCAS application whether in the UK or another country has been submitted, the School reserves the right to inform the universities that have been applied to, or where offers have been received, regarding the unsatisfactory level of attendance of a candidate.
- The Apolytirion and Leaving certificate will clearly state that the level of attendance has been unsatisfactory.
- The student may not be permitted to attend the Graduation Ceremony.
- If attendance continues to be of serious concern, parents may be asked to withdraw their child from the School at any time.

### Notes:

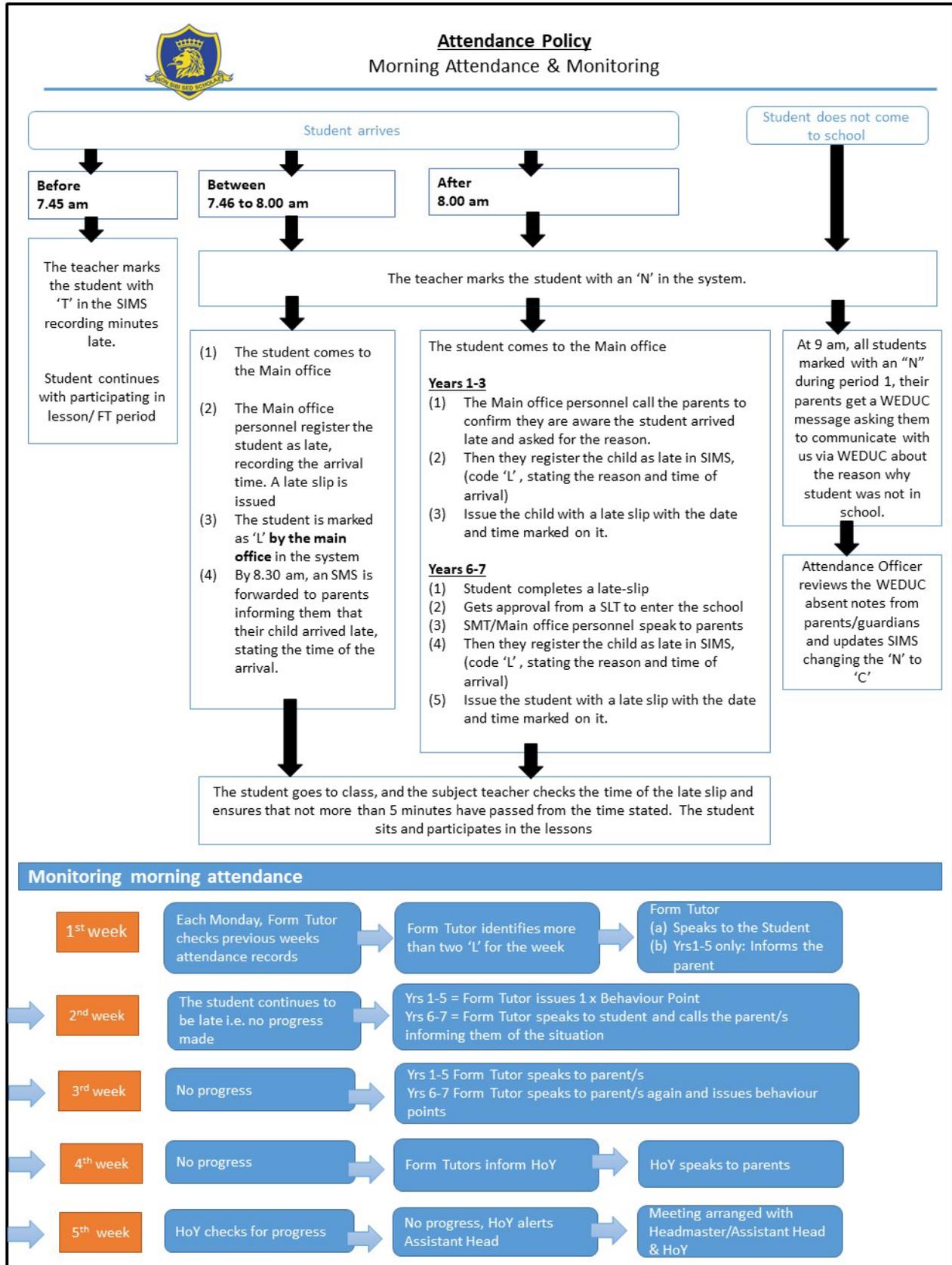
- Absenteeism that may be due to serious illness or other extreme circumstances will be taken into account. The Headmaster will be the final arbiter of any decision.
- Year 7 Students with 90% and over attendance will graduate with an attendance noted "With Distinction"
- We reserve the right to issue a statement on Attendance at school to be placed on the Leaving Certificate and Apolytirion of students.

### Links with other Policies

This policy should be implemented in conjunction with the following policies:

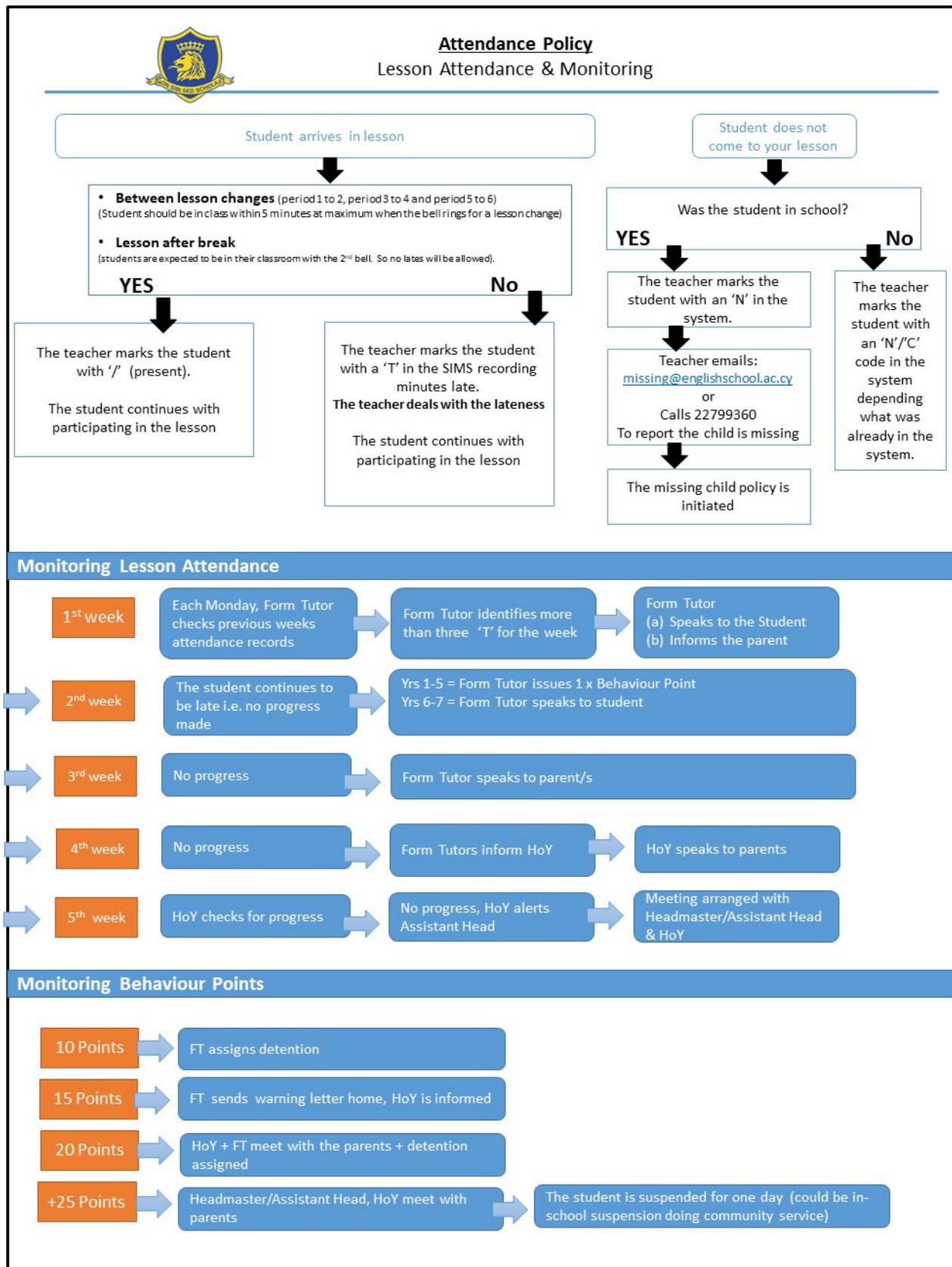
- Behavioural Policy
- Missing Child Policy

## Morning attendance & Monitoring flowchart



### Monitoring morning attendance

## Lesson Attendance & Monitoring flowchart



### Monitoring Lesson Attendance

### Monitoring Behaviour Points