



FOUNDED 1930

THE ENGLISH SCHOOL
A SECOND CENTURY OF EXCELLENCE

Attendance Policy and Sign-Out Policy

The English School

Person responsible for Policy	Pastoral Assistant Heads
Ratified by	Headmaster
Version Number, last date updated	May 2023
Date Approved	May 2023
Review Period	Yearly
Next Review date	May 2024

Introduction

All students are expected to attend school regularly. Absence from school must be avoided as much as possible. It is vital that all students are in school to attend their classes and in the case of seniors, to be in supervised during study periods. Research shows that absence from school will have a detrimental impact on student achievement. It is the responsibility of every student (and their 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 show period 1 attendance records and not full day attendance). Should parents/ guardians require a full report of their child's attendance they should contact the Attendance officer, Ms Georgia Argyrou (georgia.argrou@englishschool.ac.cy).

Lateness to school – Procedure to sign in to school

For Years 1-7

- School starts with period 1 (on Monday, Tuesday, Wednesday) or Form Tutor period (Thursday, Friday) at 7:40 am. To be prepared for the day, it is advised that students arrive at school at 7:30 am. When the first bell rings at 7:38 am, all students should make their way to their class in time for the second bell at 7:40 am.
- 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 and marked present (/).
- After 7.45 am the student should go 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 their child was late to school.

Note: Year 6 and 7 students coming in after 8.00 am will need to complete a sign-in form and see a member of the SMT 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.

Monitoring lateness to school:

Form Tutors have the responsibility to monitor student attendance at school in collaboration with the attendance officer.

The Head of Year has the responsibility to monitor that the below procedure is followed.

1. Students who have NOT arrived by 7:45am should be marked as absent with the code N by subject teachers / form tutors.
2. After 7:45, students need to sign-in late at the Main Office. After 8:00 am, students in years 6 and 7 need permission from SMT to sign in.

3. Form Tutors / Subject teachers of period 1 should not accept students after 7:45 without a late sign-in slip.
4. Form Tutors / Subject teachers of period 1 should check the date and time of the sign-in slip. The student should have arrived not more than a few minutes after the sign-in slip has been issued.
5. Once the student has signed in at the Main Office, the attendance code will be changed by GAR to L, the number of minutes late is added as a note.
6. Form tutors / subject teachers do not need to change the code but should deal with lateness to their lesson.
Some suggestions include:
 - a) Ensuring that the lesson starts on time and not interrupting or 'recapping' when late students arrive.
 - b) Making the beginning of period 1 the most valuable, by going over HW, individual feedback time (or a similar activity which works for your subject).
 - c) By implementing a consistent approach within departments with a zero tolerance for lateness.
 - d) On Thursday/Friday, a prompt start to FT period where form activities are encouraged.
7. Morning lateness to school is a joint responsibility between students and parents/guardians. In cases of repeated lateness (more than a 'one off') the FT/ subject teacher should investigate further. Is the student leaving home early enough? Is the student in school on time but signing-in late?
8. On Monday of every week, the FT will survey morning lateness to school from the previous week for all members of their tutor group. More than 2 lates to school will result in a conversation with the student, and (in years 1 – 5) with the parents / guardians. Where students drive themselves to school (year 6/7) FTs should focus on students taking responsibility.
9. If a student is late 2 or more times a further week, the FT issues a BP and a further conversation as above. For repeated lateness, the HoY, Assistant Heads of Pastoral and the Head Teacher may be involved, as well as further sanctions.
10. In years 1 – 3 persistent lateness to school is less common, FTs should be able to monitor this despite their large groups. There are cases where the older sibling (in year 7) is driving a younger sibling to school and is consistently late. In order to be fair to the younger sibling, refer to the HoY.

For the main points and order of procedure, see the flow chart, Appendix 1.

Registration and lateness to lessons

1. Registration should be taken using SIMS by the subject teacher within the first five minutes of the lesson. The reason for this is outlined in point 4.
2. After break (period 3 and 5) the lesson should start straight after the second bell. There is no 'grace period' of up to 5 minutes. The grace period only applies to period 1 (7:45) and between lessons where students may be travelling across the school campus.

3. 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 how minutes late.
4. Staff are required to take attendance on SIMS within the first ten minutes of a lesson. If the student was present in the previous lesson(s) but is absent for your lesson, mark them with code 'N' and notify the main office that the student is missing from your class, by calling GAR at 22 799 360, or by sending an email to missing@englishschool.ac.cy. Please refrain from sending personal emails to individual staff members. Using the above email address / calling GAR will alert all the relevant personnel who will follow the process as outlined in the Missing Child policy.
5. When we have advance notice of a student's absence, the attendance may already be marked with a 'C'. This absence has been justified, and should be left as such. In case the student is marked with a C but is present in your class, notify GAR after the lesson.
6. Punctuality to lessons is the responsibility of the student. Subject teachers share this responsibility and should have consistently high expectations for arriving on time.
Some suggestions are:
 - a) Arriving (where possible) a minute before the bell rings to welcome student as they enter the class.
 - b) Ensuring that the lesson starts on time and not interrupting or 'recapping' when late students arrive.
 - c) Making the beginning of the lesson engaging and meaningful.
 - d) By implementing a consistent approach within departments with a zero tolerance for lateness.
 - e) Not accepting late students without a note from a teacher / nurse.
7. On Monday of every week, the FT will survey morning lateness to school from the previous week for all members of their tutor group. **More than 3 lates (code "T") to lessons (any lesson other than morning late to school) will result in a conversation with the student, and (in years 1 – 5) with the parents / guardians.** In years 6 and 7, the conversation should start with the student, who, as a young adult should be encouraged to take responsibility for their own time keeping.
8. If a student is late 3 or more times a further week, the FT issues a BP and a further conversation as above. For years 6 and 7, parents / guardians may be called. For repeated lateness, the HoY, Assistant Heads of Pastoral and the Head Teacher may be involved, as well as further sanctions.
9. In years 1 – 3 persistent lateness to class is less common, FTs should be able to monitor this despite their large groups. In cases of persistent lateness of groups of students, the HoY should be involved.
10. A reminder that SIMS (and not Weduc) should be used to take attendance, in order to identify any potential missing child or truancy.
11. Subject teachers and Form Tutors should use discretion when changing the code from / to T after a student arrives late, and on dealing with lateness to their class. Disturbing a lesson in progress or drawing attention to undesirable behaviour should be avoided, and positive behaviour should always be stressed.
12. Consistency to the policy is key, however, FTs and subject teachers should speak to students individually and be mindful of other Pastoral and wellbeing factors which may be affecting a child's attendance and/or punctuality.

For the main points and order of procedure, see the flow chart, Appendix 2.

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:

Parent/guardian communication

The parent can communicate with the school using one of the following methods:

- 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 parent/guardian communication was received (as listed above), the Administrator in the Main Office will record this on the sign-out slip.

The Administrator in the Main Office contacts the parent to ensure that the student is being collected and can leave safely.

Without prior Parent/guardian communication:

During breaks, the student must come to the Main office and complete a sign-out form. 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 SMT (The Headmaster, The Senior Assistant Head: Ms Ursula Pantelides or Assistant Heads: Ms Popi Grouta, Ms Anne-Marie Tellalis, Ms Elena Ignatiou, Ms Maria Rousou or Ms Stavroula Neocleous). In the event that no SMT is available, due to teaching or SMT meetings, the School's CFO Mr Andreas Moysesos can give approval.

Following approval, the Main office Administrator proceeds as above, with parents being contacted to confirm who will be collecting the student, at what time, and that the student can leave safely.

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 requiring immediate medical support.

Students must see the nurse first, who will in turn sign them out after speaking to the parents. **Students should not 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.

Afternoon Games – compulsory for Years 1-3

Afternoon Games are part of our school curriculum, and are compulsory for all students in years 1 - 3.

On these days, (Thursdays for boys and Fridays for girls) the school day ends at 3:30 pm. Afternoon Games is included in the overall attendance.

The school policy clearly states that if you are well enough to stay during all your lessons, then you must remain for Afternoon Games. A non-physical activity for those unable to be physically active, either temporarily or long-term. A medical note or parent's letter excusing physical sports activities **does not authorise students to sign out.** All students participating in both Afternoon Games, and non-physical activities should report at the Sports Centre by 2.10 pm at the latest where they will receive further instructions, and attendance will be taken by the Heads of House.

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, possibly with further sanctions
2. Appointments during Afternoon Games should be avoided unless it is a medical emergency.
3. If there is a medical emergency, a doctor's note stating the nature of the emergency and time of the visit should be submitted to the School by the following day. Notes arriving later will not be accepted. Notes justifying other reasons for absence from Afternoon Games will not be accepted.
4. Medical Reports and Parents' Letters:
5. These should state the condition, symptoms and treatment. If immediate rest is required, this should be stated on the report.
6. For those who have a medical reason not to be physically active, do not sign out; you will attend the non-physical option unless there is a written medical request for rest after School.
7. 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)
8. Visits to the nurse during lesson time should be restricted to emergencies only.
9. Parent/medical notes should be submitted during breaks or will not be accepted.

Parents will be contacted by the nurse (for medical reasons), or Administrator 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 or
- 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: For absences due to sickness over two days, the school requests a doctor’s note that clearly states the reason why the student was away. This can be uploaded in WEDUC or can be brought to the Main Office upon return.

Up to two-day / short term absences

If a student needs to be absent for ‘other reasons’ eg. Sporting competition, participation in music/dancing activities, study leave, exams etc. the following needs to be followed:

- The parent should report the absence on WEDUC stating the reason clearly in the system or
- Telephone 22799360 to report the absence between 7.30 am to 1.30 pm.

Attendance records will be marked in the system as follows:

Type A codes – reflected as absent in the attendance data:

- N - Student is absent with no reason provided for absence (unjustified absence)
- C - Student is absent with reason provided eg not feeling well (justified absence)
- C - Exams not organised by the school

Type B codes – not included as absent in the attendance data:

- P - Sporting competitions (School / Ministry / National)
- P - Participation in official music/dance activities (School / Ministry / National)
- P - Participating in School, Ministry or National (endorsed by the Ministry or National Federations) competitions, trips or events
- V - Attending University interviews, including travel days if abroad
- V - School authorised Study leave
- E - Exams organised by the school
- E - University entrance exams such as UKCAT, SATs etc
- E - Non Academic exams eg ABRSM music exams, RAD dance exams
- E - Scheduled test for driving licence
- 8 - COVID related absence with on-line attendance
- M - Doctor’s approved leave – for long-term sickness or therapy, cases will be examined by SMT on an individual basis

In the case of Type B codes which are not included in the attendance data, form tutors will confirm the reason for absence. This can be proved by showing an e mail, SMS confirmation, letter from organisation etc.

Absence from school for more than two days

In case a student needs to be absent from school for more than two days, 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) and the relevant Assistant Head: Ms Elena Ignatiou (Lower School, Years 1-3) (staffeig@englishschool.ac.cy), Ms Anne-Marie Tellalis (Middle School, Years 4-5) (staffamt@englishschool.ac.cy) or Ms Popi Grouta (Upper School, Years 6-7) (staffgru@englishschool.ac.cy) two weeks in advance asking for permission
- Once approved, the student will be marked as “C” – justified absence by the school
- Attendance Officer.

Note it is the student’s responsibility to ensure they speak to their subject teachers to catch up on work, before the trip.

Medical reasons of more than one week

- A WEDUC absence report submitting a letter from the doctor or
- An email to the student’s Form Tutor and Attendance officer, Ms Georgia Argyrou (staffgar@englishschool.ac.cy)
- Student will be marked as “M” – Medical leave

Year 7 Student away due to interviews (up to four days)

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

- A WEDUC absence report or
- An email to the student’s Form Tutor and Attendance officer, Ms Georgia Argyrou (staffgar@englishschool.ac.cy)
- In both cases, the student will be asked to submit a copy of the interview and travel details
- Students will be marked with a “V” – Authorised university related activity.

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)

Note:

A “C” (justified absence) is still an absence, included in the absence data for attendance.

Lesson absences – truancy

If a missing child alert results in the discovery that the child was truant, the Head of House / subject teacher should investigate. For truancy, the subject teacher should issue the student with **three behaviour points**. This should be reported to the Head of Year via email. The Head of Year with the Assistant Head may investigate further and take further action depending on the case and circumstances.

Regular Attendance – an expectation

Levels of attendance to class:

- 95% = Outstanding
- 90% = Expectation
- Less than 90% = A cause for concern

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

Form tutors will monitor overall attendance data in addition to individual lateness and absence. 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:

By October, half Term:

Form tutor will have a 1:1 conversation with any student whose percentage of attendance falls below 90%. Expectations will be set, and any possible barriers to attending school regularly will be discussed. The emphasis is on pre-empting an undesirable situation for the student.

Form tutors may:

- Discuss some of the reasons students who regularly attend school do better
- Discuss any underlying reasons which may be hindering regular attendance
- Set targets with the student and parent where necessary

By the end of November:

If levels of attendance have not improved, or if attendance has fallen sharply, the student and parents/guardians will 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 serious case of concern. Parents will be warned in writing without improvement, some of the following sanctions may be applied:

- 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 Years 1-6, promotion to the following academic year may be affected, the student may be required to repeat the year, regardless of the academic level of the child.
- For year 7, participation in the Graduation ceremony may be jeopardised
- Suspension from School.
- In extreme circumstances, parents may be asked to withdraw their child from the School.

Note: See previous note on long-term medical absence due to sickness, an operation or medical therapy.

Year 7:

As young adults on the brink of independence, our expectations of year 7 students are high. Punctuality, Self-regulation and time management are vital life skills to be learned at school and much valued by universities and future employers.

Attendance % for each student is included on the leaver's certificate and Apolytirion.

A reminder that, except for authorised absences (see previous list of Type B codes) all "N" codes (unjustified absence) and "C" codes (justified absence) count as absences in the final percentage shown.

Links with other Policies

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

- Behavioural Policy
- Missing Child Policy

Appendix 2: Lesson Attendance & Monitoring

