



# Name of Policy: **Student Attendance**

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Date Approved: August 2022

Date for Review: August 2024

## Students' Attendance at The Royal School

Parents and Guardians have a legal duty to ensure that their children receive a full-time education. To avoid disruptions to the child's education, students are expected to make every effort to avoid absences during term time, e.g. by planning holidays and medical appointments outside of school time.

Students who are approved a planned absence must be assigned work on Google Classroom at least 24 hours in advance of the absence and must submit the work the day they return. If they fail to do so, it is the parents' and/ or students' responsibility to ensure that work is caught up with.

However, we support students who have been chosen to represent their outside-school club/team at national/international level. They must provide the relevant members of staff with an official note from the club to obtain permission to attend competitions during school time.

If students are to be absent from school for a number of days, for medical reasons, parents must notify the school in writing in order to liaise with the family to assign work on GC.

Students who are absent for no valid reason; the absence is unauthorized and work will not be assigned for the student. It is the parents' and/ or students' responsibility to ensure that work is caught up with within a reasonable timeframe.

Parents are asked to phone school before 9.30am if their child is going to be absent. If they do not, the relevant Administrator will. When the child returns to school, s/he must bring a note from parent/s or Doctor explaining the reason of being absent within 1 school day of their return from absence.

Homeroom T. / Teachers must ensure that the electronic register is accurate and completed by 8.00 am. Any student arriving after 8.00 am will not be permitted entry unless the school is notified in advance of an emergency.

### Action when attendance becomes a concern:-

The Ministry of Education requires attendance of at least 85% of the school year. The British Council endorses this as criteria for entry into IGCSE, A/S and A Level examinations to receive full course credit.

Students on the 3rd late arrival should receive a blue slip and break detention for the same day of the lateness. Students will need to be spoken to about the importance of PUNCTUALITY. A Serious Misconduct form should be issued for all subsequent late arrivals.

### Defining the terms 'late/truant/absent' :-

5 minutes after the bell = LATE

10 minutes or more after the bell = TRUANT Excused late = with a note

Unexcused late = without a note

### Lateness:-

Students are late to school if they arrive after 8.00am. All staff should make students aware of the importance of arriving to school and to lessons on time. The school has the right to impose a sanction on repeat offenders, who are late for lessons, with the sanction being recorded on a Misconduct Report. The relevant Administrator may decide to place the student on A PUNCTUALITY REPORT.

If a student lateness to school is caused by the late arrival of a school bus, the Teacher should enter an 'EL' (excused late) once they have checked the register against the late bus list. Students are considered late to class if they arrive after the designated start time of each class.

### EARLY DISMISSAL FROM SCHOOL

Students, from EYFS through to Secondary, should not be permitted to leave the school campus except for REAL EMERGENCIES. These emergencies should be limited to illness or bereavement. There are also exceptions and arrangements made for athletes and special educational needs students. Otherwise, there are NO EXCEPTIONS.

Our School emphasises the importance and impact of the loss of hours and days on children's learning and that the school calendar must at all times be RESPECTED till the last school day. Not only does this loss of learning affect the students' academic performance, but also leads to student disengagement in class. Parents need to understand that students, who regularly miss parts of the school day, are at risk of poorer academic achievement. We cannot reiterate enough that the main concept behind the 180 days of learning and teaching is that it is essential for the academic attainment and students' achievement, which is our priority.

### Child Protection and Safeguarding :-

The Royal School is committed to providing a safe and secure environment for all members of our community and especially for our students. Our Child Protection Policy and Safeguarding Policy outlines the standards and practices adopted by the school to meet this aim.

Kindly refer to the Safeguarding Policy

### Routines : -

- ⊕ Gates open at 7:25 am and close at 7:40 am, any student arriving after 7:40 am must enter from the main reception gate.
- ⊕ Any student arriving after 8.00 am will not be permitted entry unless the school is notified in advance of an emergency.
- ⊕ The School day starts with the Morning Line-up and Saluting the Flag at 7:40 AM.
- ⊕ The Lessons starts at 7:55 AM.

### Morning Line up Routine:-

Teachers and Teacher Assistants should.-

- Be on duty on the field or in Classroom (in EYFS) to welcome pupils
- Monitor attendance and punctuality.
- Monitor standards of student dress and personal appearance.

### The National Anthem and Morning Line up Protocol : \_

The National Anthem is a PATRIOTIC SONG that symbolises EGYPT's CORE VALUES. Therefore, it's important for ALL STUDENTS and STAFF MEMBERS to SHOW RESPECT IN CONDUCT when it is performed.

### Proper Anthem Protocol:-

- ⊕ Face the Flag.
- ⊕ Remove Your Hat.
- ⊕ Place Both Hands straight aside
- ⊕ National Anthem sound clip is played.
- ⊕ Students and teacher stand RESPECTFULLY and listen to the playing of the Anthem.
- ⊕ IT IS A REQUIREMENT THAT THE STUDENTS SING ALONG WITH THE ANTHEM.
- ⊕ Students Salute the Flag 'LONG LIVE EGYPT' - 'تحيا جمهورية مصر العربية'.

☞ Late Students must stand in place as soon as they hear the first notes of 'The National Anthem' and place both hands straight aside.

### SCHOOL BUSES :-

Most students will use the school bus transportation system to and from school. The task of getting all the students to the buses safely and punctually is a major one and it is vital that all staff adhere strictly to the following procedures :-

♠ Students are dismissed at 3:30 pm and should be on their bus by 3:40 pm

♠ All staff should supervise the departure of students from their teaching areas, ensuring students exit the building immediately.

♠ Staff on duty must proceed promptly to their duty point and ensure that students go quickly to their own bus or the car gate.

♠ Bus-to-bus transfers are not allowed.

♠ At 3:40 pm the bus doors are closed.

♠ Buses will not leave the school premises until all students have joined the correct buses and fastened their seat belts.

### LOST & FOUND:-

Any lost or confiscated items of value should be taken to the reception area, lost items will be kept in the lost and found room until collected. Confiscated items should be labeled with the student's name and Homeroom.