



Name of Policy: **Pupil Attendance**

Date Approved: October 2025

Date for Review: October 2027

Pupils' 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, pupils are expected to make every effort to avoid absences during term time, e.g. by planning holidays and medical appointments outside of school time.

However, we support pupils who have been chosen to represent their outside-school club/team at national/international level. They must provide the class teacher / form tutor with an official note from the club in advance to obtain permission to attend competitions during school time. The class teacher/ form tutor must send the official note to the department Principal/ Head for approval.

If pupils are to be absent from school for a number of days, for medical reasons, parents must notify the school in writing. If parents provide a medical note or the child is instructed to stay at home by the school doctor, absence is marked as authorised medical.

When any pupil is absent for 3 days or more, the class teacher/ form tutor will contact the parents to confirm reason of absence.

If any pupil is absent for 3 days or more a medical note is required.

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

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

Lateness:

All staff should make pupils aware of the importance of arriving to school and to lessons on time.

The school has the right to impose discipline sanctions regarding repeated lateness, pupils who are late for lessons, with the sanction being recorded on Engage.

Class teachers/ form tutors 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.

For repeated lateness, pupils and/or parents will be contacted by the department head/ Principal about the importance of punctuality.

If a pupil's lateness to school is caused by the late arrival of a school bus, the class teacher/ form tutor will correct the register to mark the pupil as present.

Defining lateness:

Arriving to school after the arrival gates close at 7:40 = Late school attendance

For pupils in Secondary, a transition time of 5 minutes between scheduled sessions is acceptable.

For Secondary only- Arriving to class 10 minutes after start of session = Truant

EARLY DISMISSAL FROM SCHOOL

Pupils are not permitted to leave the school campus except for real emergencies. These emergencies should be limited to family illness or bereavement and approved Ministry/ Embassy appointments. There are also exceptions and arrangements made for athletes and special educational needs pupils.

For pupils in KS4, specific privileges for late arrival and early leave may be granted, based on timetabled sessions.