



EV-S.0324

**Attendance
& Punctuality
Policy**

December 2024

**EVEREST
SCHOOL**

EVEREST SCHOOL





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1. Definition

School absence, whether justified or not, can be occasional, frequent, or prolonged. It negatively impacts learning by creating gaps, reducing academic performance, and leading to progressive disengagement, loss of routine, and social difficulties. Repeated absences increase the risk of school dropout. Addressing this requires identifying the causes and adopting collaborative solutions with parents and teachers.

The following policy outlines the objectives for school attendance, details procedures related to absences, and provides guidance on steps to take when a student is absent.

2. School Attendance

- a. **Importance of Attendance:** Regular school attendance is essential to maximize students' educational potential and avoid academic delays.
- b. **Impact of Absences:** Students with low attendance typically achieve poorer outcomes.
- c. **Key Commitments:**
 - Promote attendance and reduce absences, including repeated absences.
 - Ensure access to full-time education for every student.
 - Act promptly on absence patterns.
 - Encourage parents to meet their legal obligation to ensure their children's regular school attendance.

3. Roles and Responsibilities

3.1. The Board of Directors (B.O.D.)

- **School Policy:** The B.O.D. includes attendance in the school's internal regulations and sets objectives to reduce absences.
- **Awareness:** Conduct meetings with parents to inform them about the impacts of absences through sessions.
- **Personalized Support:** Request the administration to identify absent students, propose support plans, and involve parents.
- **Positive Reinforcement:** Reward regular students and recognize their efforts.
- **School Ethics:** Promote responsibility and commitment through educational activities and discussions.
- **Communication:** Use the Kinderpedia app and digital emails to emphasize the importance of attendance.
- **Absence Records:** Require the administration to record absences, track attendance rates for all students, and monitor trends.

3.2. The Principal

The principal is responsible for:



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- Ensuring the implementation of this policy within the school.
- Monitoring school absenteeism data and reporting it to administrators.
- Supporting staff in the individual follow-up of student attendance.
- Evaluating the impact of implemented attendance strategies.
- Issuing fixed penalty notices when necessary.
- Providing a clear vision for improving attendance.
- Supervising data analysis.
- Developing specific strategies to address areas of low attendance identified through data.

3.3 The Designated Lead for Attendance (Assistant to the Pedagogical Director)

The Assistant to the Pedagogical Director is responsible for:

- Monitoring attendance across the entire school.
- Evaluating and overseeing expectations and processes.
- Building relationships with parents/guardians to discuss and resolve attendance issues.
- Creating intervention and reintegration plans in collaboration with students and their parents/guardians.
- Providing targeted intervention and support to students and families.

3.4 Teachers

Teachers play a key role in promoting and monitoring student attendance. Their responsibilities include:

- a. Daily Recording:**
 - Ensuring accurate roll calls each day within the set schedule.
 - Identifying and promptly reporting unjustified absences via Kinderpedia.
- b. Encouraging Regularity:** Raising awareness among students about the importance of school attendance and creating a welcoming environment to motivate them.
- c. Parent Communication:** Informing parents promptly about absences and collaborating to resolve recurring issues.
- d. Personalized Follow-up:** Identifying students with low attendance, analyzing the causes, and working with stakeholders to support them.
- e. Regular Reporting:** Documenting absences and providing reports to the principal.
- f. Contributing to Strategies:** Participating in initiatives to reduce absenteeism, such as campaigns and rewards.
- g. Preventing Absenteeism:** Detecting signs of disengagement and intervening to prevent frequent absences.

By actively engaging in these responsibilities, teachers contribute not only to reducing absenteeism but also to strengthening student success and engagement.



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3.5 Administrative Staff

Administrative staff are responsible for:

- Responding daily to calls from parents/guardians regarding absences and recording them in the school system.
- Relaying relevant information to the Assistant to the Pedagogical Director.

3.6 Parents/Guardians

- a. **Legal Obligation:** Ensure their children attend school regularly.
- b. **Encouragement:** Emphasize the importance of attendance and promote responsible behavior.
- c. **Absence Justification:** Notify the school promptly and provide justification for absences when necessary.
- d. **Communication:** Maintain open dialogue with the school to address absence-related issues.
- e. **Support:** Help children catch up on missed lessons.
- f. **Supportive Environment:** Provide a stable and conducive home environment for schooling.
- g. **Prevention:** Identify and address signs of absenteeism or disengagement.

Parents play a crucial role in maintaining attendance, directly contributing to their children's academic and personal success.

3.7 Students

Students are expected to:

- Attend school every day and arrive on time.

4. Attendance

Registers of Attendance and Admission

The Board of Directors of Everest Schools is responsible for managing attendance registers in accordance with the 2006 Education Regulations and must ensure the following key measures are implemented:

- a. **Admission Register:** Maintain a computerized, detailed, and regularly updated register containing essential information for each enrolled student, such as their identity, parents' contact details, address, enrollment and departure dates, and the previous school attended.
- b. **Daily Attendance Register:** Strictly manage a computerized register that records students' daily attendance. This register must be updated daily and indicate whether each student is present, absent, or late. Additionally, it must specify:
 - Whether the absence is authorized or unauthorized.
 - The nature of exceptional circumstances preventing a student from attending activities.
- c. **Security and Confidentiality:** Attendance registers are securely maintained by the Pedagogical Assistant and school management to ensure the confidentiality of student information.
- d. **Inspection and Verification:** Registers are regularly reviewed and made available for inspection.



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Note: In cases where the school is closed due to extreme weather conditions, teacher strikes, fire or structural damage, or internal training, the register is marked as "school closed." Such closures do not affect student attendance rates.

5. Authorized Absence

An absence is considered authorized when the school has given prior approval or when the explanation provided is deemed satisfactory.

Authorized absences generally include:

- Illness or medical appointments (appointments should be scheduled outside school hours whenever possible).
- Unavoidable causes (usually emergencies or unforeseen circumstances).
- Religious observance days.

6. Unauthorized Absence

Unauthorized absences include "vacations" taken by parents with their children during school time and any unjustified absenteeism.

7. Persistent and Severe Absenteeism

A child is classified as a "persistent absentee" if they miss 10% or more of the school year, equivalent to over 17 days, regardless of the reason. Persistent absentees are ineligible for roles such as class representative or vice-representative.

Parents of children nearing this threshold will be invited to a meeting with an attendance committee designated by the school administration. This committee will review the circumstances leading to the absences and propose strategies to improve school attendance.

A child missing more than 30% of school sessions, equivalent to 52 days or more in a year, is categorized as a "severe absentee." It is essential to assess any child protection concerns and collaborate with parents and specialists to provide appropriate support.

8. Withdrawals Due to Unpaid Fees

The school reserves the right to remove a student from its admission register if tuition fees remain unpaid by the end of the term. Before making this decision, Everest Schools carefully evaluates the potential negative impact on the student's education and considers possible measures to mitigate this impact.

9. Attendance Monitoring

9.1 Attendance Monitoring

The school is committed to:

- Closely monitoring attendance and absence data each term and at the end of the school year, both at the institution-wide level and for each individual student.
- Identifying groups of students whose absences may raise concerns.

9.2 Attendance Analysis

The administration regularly analyzes attendance and absence data to identify students or groups requiring additional support to improve attendance.



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9.3 Using Data to Improve Attendance

The administration provides regular attendance reports to teachers and other school staff to facilitate discussions with students and their families.

9.4 Record Keeping

The school maintains detailed records of all meetings with parents and any actions or interventions taken concerning student attendance.

10. Approach to Unauthorized Absences

The administration, teachers, parents, and students are encouraged to collaborate to identify the best strategies to support a child's school attendance by:

- Raising awareness among children about the importance of attendance and punctuality.
- Discussing any challenges the child may face and reporting serious issues to the school.
- Avoiding absences for minor illnesses.
- Implementing reward systems, such as certificates, school trips, and activities.
- Establishing school routines to encourage better organization.

The school has:

- Made the Kinderpedia app available to teachers and parents for tracking unauthorized absences.
- Assigned the Pedagogical Assistant as the Attendance Officer, responsible for ensuring collaboration among teachers to promote good attendance.

11. Late Pickups from School

Parents are required to pick up their children on time, no later than 15 minutes after the end of classes, and must inform the school in case of unforeseen delays. Such situations should not become habitual.

In case of delays, the school office will ask parents to fill out a brief form explaining the reasons for the delay. Schools must also monitor frequent delays in picking up children and intervene if necessary. In cases of repeated delays, a meeting will be organized with the parents concerned to identify and implement an appropriate solution.

12. Tardiness

A student who arrives late is typically marked as "L" (Late) in the school register. The following procedures apply:

1. First Instance of Tardiness:

- If a student is late, they may simply be marked as "L" for "Late" without immediate consequences, particularly if it is their first occurrence or an occasional delay.
- If a student arrives more than 20% into the current session, they will be directed to a supervised room to avoid disrupting the class and will rejoin their class at the start of the next session.



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- The student may be required to quickly catch up on any missed activities or work.

2. Follow-Up:

- If tardiness becomes recurring, the school may consider measures to help the student arrive on time, such as a discussion with a member of the pedagogical administration or the teacher to identify the cause and propose solutions.
- In some cases, the school may send a note or message to the parents informing them of the student's tardiness and emphasizing the importance of punctuality.

3. Repeated Tardiness:

- If a student accumulates significant instances of tardiness, it may be treated as a more serious issue, potentially leading to official warnings or a meeting with the parents.
- At a certain threshold, the student may face disciplinary actions, such as a sanction, or be placed on a support plan to improve punctuality.

4. Exceptional Cases:

- If the tardiness is due to a valid reason (transportation issues, family problems, etc.), parents may be asked to provide an explanation, and the school may show understanding and flexibility.

13. Absence and Attendance Codes

The following codes ensure consistent monitoring of attendance, tardiness, and absence:

Code	Reason	Remarks
C	Consent granted for an absence	Leave authorization will only be granted under exceptional circumstances. Each request will be assessed individually, considering the specific facts, circumstances, and context of the request
E	Exclusion without alternative provision	
H	Family holidays authorized by the Headteacher	Requests must be submitted in advance, and the Headteacher must be satisfied that exceptional circumstances, based on the specific facts and context of the case, justify the absence. If approved, the duration is at the Headteacher's discretion.
I	Illness (not medical or dental appointments)	Parents must notify the school on the first day of illness-related absence. Absences are authorized unless the school has doubts about the illness. In such cases, medical evidence (e.g., prescriptions, appointment cards)



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		may be requested. If authenticity is not verified, the absence will be deemed unauthorized, and parents will be informed.
M	Medical or dental appointments	Parents are encouraged to schedule these appointments outside school hours. If not possible, the student should only be absent for the time strictly necessary for the appointment.
S	Study leave	Study leave will be used sparingly and only granted to students during public examinations. Support will always be available for students who wish to attend school for revision.

If a student is absent and the homeroom teacher DOES NOT KNOW the reason, the following codes should be used (unauthorized absence):

Code	Reason	Remarks
O	Unauthorized absence	If a student is not present during registration, this code will be recorded. Additional codes may be added to the register if a valid reason is discovered later.
G	Unauthorized holidays or exceeding the period determined by the principal	If a holiday absence is not approved and parents still choose to withdraw their child from school, or if the absence exceeds the approved period, it will be considered unauthorized. No retroactive authorization will be granted. Similarly, if parents have not submitted a prior request for leave, the absence will be recorded as unauthorized.
L	Arrival at school before the close of registration	This code may be recorded under the O code for unauthorized absence.
U	Arrival at school after the close of registration	This code may also be recorded under the O code for unauthorized absence.

14. Sanctions

A student with an absenteeism rate exceeding 10%, resulting in an attendance rate below 90%, may be subject to a sanction determined by the school:

- **KG3 - Primary:** Repetition of the entire school year.