



Saint Andrew's International High School

ATTENDANCE POLICY & PROCEDURES

Policy Approval Date: May 2026

Review Cycle: Biennial

Next Review Date: May 2028

General Statement

Evidence shows that attendance is directly linked to progress and attainment. We seek to encourage students to attend school when it is appropriate to do so.

Rationale

This policy seeks to identify best practice when dealing with attendance; in doing so, the school strives to achieve a whole school attendance target of above 95%. We would expect that students only miss school if there are approved reasons. Good attendance is essential if students are to be successful and happy in school and achieve.

Aims & Objectives

- To ensure that every student at SAIntS can realise their full potential by attending school both regularly and on time
- To ensure clear expectations of attendance
- To have clear understanding of the consequences of poor attendance
- To support progress and maximise attainment
- To ensure students attend school when they are fit and able to do so
- To ensure the school maintains good and accurate student attendance records
- To support students to feel part of the school community



Procedures

Parents are advised to not take family holidays during term time; the school is not able to authorise such absences and it will negatively affect school attendance. The attendance of all students is monitored very closely and is reported to parents at least once each term through the reporting system. Students and parents should be aware of their attendance figure.

Student Absence & Actions

The school reserves the right not to authorise absence where there is no evidence of suitable reason for students to be away from school. Please note that students with extended periods of illness will be required to provide medical evidence. Absences for other reasons may not be authorised. The following addresses actions in relation to certain types of absence:

Type of Absence	Detail	Action	Who
Holiday	These are strongly discouraged during term time.	Student will be marked as unauthorised absence.	Attendance Officer / HOY
Family Bereavement	The length of absence will depend on the nature of the bereavement.	Please notify the school with expected return date.	Parent/ Guardian
		Necessary emotional support offered to student.	Pastoral/Student Welfare teams
Illness	If a student is absent for more than three consecutive days, a letter from the doctor should be given to the school on the student's return, in order for the absence to be authorised.	Notify school on first day of absence and continue to notify after 3 days to update on expected return date.	Parent / Guardian
		Phone call home if no reason given for absence.	Attendance Officer
Medical Appointment	We discourage these during school hours but, where this is unavoidable, we expect a copy of the appointment letter.	Copy of appointment card or letter shown to HOY.-	Parent / Guardian / Student
		Gate Pass issued for student to leave campus during school hours.	HOY
Other Offsite Appointment	E.g. interview for visa.	Advanced notice must be given with copy of appointment confirmation provided to HOY.	Parent / Guardian / Student
Special Consideration	If students and families have any other reason that may affect their attendance at school, these need to be agreed in advance. E.g. Madrassa; obtaining travel/ visa/ID documents; etc.	Contact HOY and arrange a meeting.	Parent / Guardian

Absence Monitoring	Detail	Action	Who
Class register taken at the start of each lesson	Teaching staff to cross check own lesson registers with daily absence list to prevent possible truancies.	Class teacher to report any discrepancies to Attendance Officer & HOY.	Class Teacher
Daily absence list	Attendance Officer to monitor daily absences via School's information management system (SIMS).	Call parents of students who have not communicated reasons for absence.	Attendance Officer
Weekly & termly summaries of attendance	Attendance Officer to provide weekly and termly summaries to the relevant HOY of all registration groups and individual student attendance percentage (including cumulative figures) as well as reasons for absence.	Attendance Officer and HOYs to action appropriate interventions via B4L for persistent absentees, including Friday afternoon detention	Attendance Officer & HOY

The school will always support and encourage the maintenance of good attendance for all of its students, including working with parents and external support networks where applicable, but we must take measures to ensure the effective progress of a student's education; in addition to routinely including attendance figures in references, the school will take the following steps to facilitate maximum attendance:

Actions Regarding Attendance	Detail	Action	Who
Students with 100% termly attendance.	Students who have maintained 100% attendance per term will be recognised under the school's reward policy.	AHT (Pastoral) and HOY to collate information per term and action attendance commendation letter.	AHT (Pastoral) / HOY
Students with <95% and greater termly attendance.	Students who have 95% and greater attendance per term will be recognised in the HOY termly competition.	HOY to collate information per term and action rewards.	HOY
Students with an attendance range of 85%-94% per term.	B4L L1 concern Students who have less than 95% will be flagged as a concern by the pastoral team.	FT/HOY will lead initial discussion with student and parents to explore the reasons for non-attendance and action interventions if needed. Interventions could include involvement with external support networks.	FT & HOY

Actions Regarding Attendance	Detail	Action	Who
Students with >85% termly attendance.	<p>B4L L2 concern</p> <p>Students who have less than 85% are considered to be a serious concern regarding academic progress and achievement.</p>	<p>If an agreed action plan is in place, HoY will continue to monitor and support the student and family with improvements.</p> <p>If student has not engaged with support and/or failed to meet agreed targets, then the school reserves the right to withdraw entries to external examinations and/or progress to next year group or key stage. This refers to all IGCSE, BTEC and A Level examinations.</p>	<p>HOY with support from AHT (Pastoral)</p> <p>HOY with support from SLT</p>
Student attendance on organised trips & visits	<p>To avoid further loss of learning time, students with serious attendance concerns (B4L L2 or greater) will generally not be permitted to attend school-organised trips, except where the activity is an essential academic requirement.</p>	<p>Trip leaders to inform teaching staff and HOYs of proposed participants to trips and events for feedback and confirmation.</p> <p>An overview of student participation for trips and events to be collated for review when approving such activities.</p>	<p>Trip Leaders / Teachers / HOY</p> <p>AHT (T&L)</p>