

<b>Paradis International College</b>	<b>Doc. Ref. :</b>
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<b>ATTENDANCE POLICY</b>	

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## **1. Purpose**

(i) At Paradis International College, all staff work collaboratively to encourage every pupil to strive for excellence. Every child will be supported, challenged and valued. One way in which we strive to do this is by encouraging staff, parents and children to maximise the learning experience in order that all children reach their maximum potential. We are determined in encouraging the development of high self-esteem and for our children to take pride and ownership of their learning. In conjunction with this, we will continuously provide a clear framework for parents and staff as well as clear procedures for involving parents and/or external agencies where appropriate.

(ii) Our policy applies to all children registered at this school and this policy is made available to all parents/carers of pupils that are registered at our school.

(iii) Paradis International College encourages all parents/carers to work in partnership with the school in order to improve attendance and punctuality.

(iv) There are two categories of absence, **authorised and unauthorised**. Authorised absence is when a child is not in school because of sickness or another unavoidable cause and the school has been notified in advance. An **unauthorised absence** is when the school has not received written notice or a medical letter from parents or when a parent's request for authorised absence has been denied.

(v) The school requirement is that attendance at school activities during the academic year is 96% for each Paradis International College child. Each child will have an 'Individual Timetable' (including curricular hours and club hours). This percentage is one of the criteria for admission in the next school year.

## **1. Aims and Objectives**

This attendance policy ensures that all staff and governors in our school are fully aware of and clear about the actions necessary to promote good attendance.

Through this policy we aim to:

Improve pupils' achievement by ensuring high levels of attendance and punctuality.

- Achieve a minimum of 96% for all pupils, apart from those with chronic health issues.
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the school.
- Raise awareness of parents, carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education.
- Work in partnership with pupils, parents, staff so that all pupils realise their potential, unhindered by unnecessary absence.
- Promote a positive and welcoming atmosphere in which pupils feel safe, secure and valued, and encourage in pupils a sense of their own responsibility.
- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.
- Recognise the key role of all staff in promoting good attendance.

## **2. Responsibility of Parents/Carers**

Children who are persistently late or absent soon fall behind with their learning. Children who are absent from school frequently develop large gaps in their learning which will impact on their progress and their ability to meet age related learning expectations.

### **(i) Punctuality**

It is the parent/carers responsibility:

- To ensure that their children arrive to school on time- 08:00 am. ( upper-secondary), 08.10 ( primary) and 9.00 (kindergarten),

- To ensure children are collected promptly at the end of the school day and that necessary arrangements are in place for the journey home. If these differ from the child's normal arrangements, the class teacher should be made aware of this.

**\*Any child that arrives after 08:10 (primary school), 08:00 (middle and high school), 09:00 (kindergarten), will be marked with an unauthorised absence on class register and on Adservio platform.**

## **(ii) Absences**

It is the parent/carer's responsibility:

- To notify the school on the first day of absence before first class or as soon as possible. Parents can report an absence by telephoning or by text message to the class teacher.
- To provide medical evidence where possible, on the child's return to school.
- To ensure that as far as possible, medical appointments are arranged for outside school hours. Where this is not possible, parents are expected to provide evidence of the appointment in advance, and the child should attend school before/after the appointment.
- To liaise with the school as soon as possible regarding any specific issues that might cause absence or lateness, e.g. a sick parent/carer.

● **Parents/carers of children for whom we do not know the reason for absence will be contacted by 08:30, by the class teacher.**

● **If a child is missing during the day, he is sought everywhere in school and playgrounds, teachers on duty are asked if they have seen the child, the doors and gates that should be closed are checked, surveillance cameras are checked. If the child is not found in school, the parents are called.**

## **(iii) Illness/Medical absences**

In addition to the points above, if a child is repeatedly absent due to illness, the school may request medical evidence for further absences. This can take the form of a consultant letter, a copy of a prescription etc.

The school will automatically request medical evidence for any illness absence taken immediately before or after a school holiday.

#### **(iv) Absence for Holidays**

Parents/carers are expected to take their children on holiday during the school holidays to minimise the impact of missing education.

If there are exceptional circumstances, parents/carers must complete a leave of absence request form in advance of the trip. These requests will be considered on a case-by-case basis by the Director of College and the class teacher and they will use their discretion whilst applying government recommendations.

If parents/carers decide to take a holiday without the Director of College and class teacher authorisation, the child's absences will be marked as unauthorised.

#### **(v) Absence for Other Reasons**

Absences for reasons such as religious observance (up to 2 days per year) or close family bereavement *may* be authorised by the Director of College and class teacher . These requests must be discussed with the school. Absences for close family members' weddings or funerals will be limited to one day's authorised absence, if granted.

It is the parent/carer's responsibility:

- To inform the school, in writing, of the need for leave in circumstances which are known in advance.
- To inform the school as soon as possible when sudden circumstances occur which prevent a family bringing a child to school, so that the appropriate code can be recorded in the register.

#### **(vi) Unexplained Absence**

When a child is repeatedly absent and no satisfactory reason is given, the parent/carers will be investigated and may be liable for prosecution and/or a fine from the Local Authority.

Regular monitoring is carried out by every class teacher. Children who have repeated unauthorised absences, holidays or otherwise, will be contacted by the class teacher and may be invited into an attendance meeting to discuss absences and any appropriate support.

### **3. How is the decision about whether an absence is authorised or unauthorised made?**

The decision of whether to authorise an absence is made by the class teacher and approved by the Director of College or level coordinators on the day of receipt of one of the following justifying documents:

- a) medical certificate specifying the reason for the absence and the period;
- b) a medical certificate or certificate issued by the health unit, if the child was hospitalized.
- c) a written request of the parent/carers of the children, addressed to the Director of College and approved by him, following the consultation with the class teacher.

### **4. Sanctions**

Children who are absent from classes and accumulate too many absences, must bear the consequences, namely one of three levels of sanction: the decrease of the grade for behavior, notice of expulsion or even expulsion, also provided in ROFUIP/ The school rules.

#### **Level 1**

- For every 10 unauthorised absences , per semester, from the total study hours or for 10% unauthorised absence from the number of hours per semester in one discipline, the grade for behavior will be reduced by one point.

#### **Level 2**

- The expulsion notice is drawn up, in writing, by the Director of College, for children who are unjustifiably absent for 20 hours in different study subjects or 15% of the total hours from a single discipline, over the course of one school year. The expulsion notice will be handed to the parent(s)/ carer(s)s.

### **Level 3**

Expulsion means the removal of the child from Paradis International College.

- The sanction of expulsion will be applied when a child, over the course of one school year, has at least 40 unauthorised absences from the total study hours or is absent for at least 30% of the total hours for a single study discipline without authorisation. The sanction shall be recorded in the class register and shall be recorded in the report of the teaching council at the end of the semester or school year.