



# Warwick Academy

'so much more than a place to learn'

## Attendance Policy

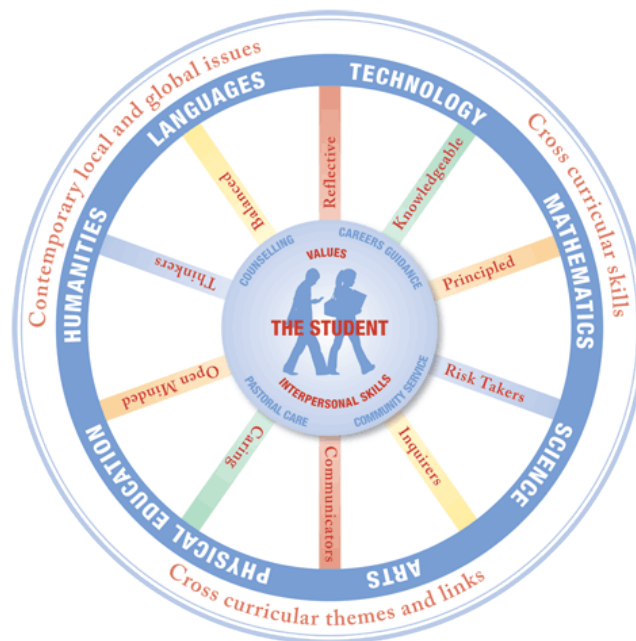
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### MISSION STATEMENT

Building on centuries of excellence, we provide an international educational environment designed for our diverse student body. Our innovative curriculum is delivered with a commitment to personalised pastoral care and enhanced by a dynamic co-curricular programme. We strive to create a culture of collaboration so that our students can become lifelong learners, global thinkers and successful leaders.

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### CURRICULUM MODEL



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### NOTES

**Dated:** June 2023

**To be reviewed:** 2025

**Staff involved:** ST/SMT/PMT

The correlation between school attendance and educational success is strong. The school has an established attendance policy with the following principal aims:

- To ensure that our students derive maximum benefit from the school's curriculum and cocurricular activities.
- To enable our teachers to complete teaching and learning programmes.
- To foster self-discipline and a sense of autonomy in our students.
- To prevent students gaining unfair advantage over other students by taking additional time off to complete coursework and other assessment requirements.

### **The School distinguishes between two types of absence:**

Authorised absence: This is an absence accepted as legitimate by the school and recorded as an authorised absence in the SIMS attendance register. The following reasons for failure to attend lessons may be treated as authorised absences:

1. Sickness or any unavoidable cause;
2. A day exclusively set apart for religious observance by the religious body to which the student's parents belong;
3. School specific trips locally or abroad; other school events or competitions requiring leave from lessons;
4. Leave associated with representing Bermuda;
5. A sibling graduation from college/university;
6. Leave granted by the Principal or by authority delegated by the Principal to the Head of Secondary/Head of Primary.

Unauthorised absence: This is an absence not authorised by the Principal, or delegated authorities, which will be recorded as such in the school's SIMS attendance register. The school cannot prevent parents from withdrawing their children from school sessions but is under no obligation to accept a simple expression of parental wishes as constituting authority for absence. The recording of an absence as authorised or unauthorised is at the discretion of the Principal or delegated authorities.

The following is a non-exhaustive list of the types of absences which will be, or are likely to be, recorded as unauthorised if parents withdraw their children from lessons without the support of the school:

1. Extensions of family holidays at the beginnings and ends of terms or extensions of half-term breaks and other short closures;
2. Family holidays in the middle of a term or half-term;
3. Early departures for travel, camps or other such leisure activities;
4. Family occasions which could be arranged within school holiday times;
5. Birthday parties and similar family celebrations which could be held at the weekend before or after the anniversary;
6. Accompanying siblings or other family members on non-essential or non-emergency trips or outings;
7. Trips deemed 'educational' by parents but not accepted as being so by the school;
8. Other types of absence the Principal deems to be non-essential or avoidable.

Truancy and willful absence from school activities is automatically unauthorised absence. The school is obliged to report the total percentage of unauthorised absences in all reports and references (such as those required by universities and other schools).

### **Daily Attendance Procedure:**

(a) From 9:00am each day the Front Desk Manager/Primary Secretary will contact the parents of any child who has not registered their attendance. We do this to ensure parents are aware that their children have not registered at school. If a student is not on time for 10:15a, it will be treated as half a day's absence.

(b) Unaccounted for students to be reported to the Deputy Head of Secondary/Deputy Head of Primary by 9:15am for further follow up.

(c) Planned absences: Where parents can foresee an absence, they should apply in writing to the Head of Secondary/Head of Primary through the relevant Head of Key Stage/Head of Sixth Form/Primary Class Teacher who will in turn notify the Front Desk Manager/Primary Secretary. The specific nature of the absence and some explanation to support the application is necessary. The application will be considered on its merits and authorised or not as the case may be.

(d) Unforeseen absences: In instances where absences are unforeseen (e.g. illness, accident, etc.), students must return to school with a note or email from their parents to the Primary Class Teacher/Head of Key Stage/Head of Sixth Form certifying their absence and, for the purposes of our records, giving a brief explanation of the reasons for the absence. This note will be passed on to the Front Desk Manager/Primary Secretary for record keeping. The school will give all parental notes/emails due regard and respect but is under no obligation to accept a note as the basis for recording an absence as authorised. The school reserves the right to ask for further information or for medical certificates to support the note where this would be helpful. Normally the school will ask for medical certificates to support absence notes for illness in the three days before public examinations or coursework deadlines and in the three days at the beginnings and ends of terms and other holiday periods. Absences which are not covered by a valid note and/or medical certificate will sit on the record as unauthorized absences. Any absence of 3 days or more for medical reasons will only be recorded as authorized if the school receives a medical note to cover this time period.

### **Lesson Attendance Procedure:**

a) The class teacher is expected to note students who are not present in their lesson. In Secondary, teachers must take lesson attendance using Everest.

b) If a student's attendance is impacting progress the teacher must consult with the Head of Key Stage in Secondary and Deputy Head Curriculum in Primary .

### **Consequences:**

1. At the end of each Term, SMT/PMT will review attendance data. If a student's attendance for the term falls below 85%, parents may be contacted by the Deputy Head of Primary/ Head of Year /Head of Key Stage / Head of Sixth Form via a letter to express concern that attendance is impacting academic progress.
2. If there is no subsequent improvement or if the attendance figure is below 80%, parents may be asked to attend a meeting with the Deputy Head of Primary/ Head of Year /Head of Key Stage / Head of Sixth Form. The Head of Secondary/ Head of Primary may meet with parents if attendance shows no sign of improvement.
3. Should the problem persist, parents may be informed in writing by the Principal of the school's concerns and that their children risk the following consequences:
  - **being required to repeat the year**
  - **not being entered for public (IB or IGCSE) examinations.**
  - **an incomplete/reduced achievement grade for the term.**

### **Illness during the school day:**

#### *Secondary:*

Students who feel ill at school must report to the Front Desk Manager in the Main Office or the Head of Secondary/Deputy Head of Secondary. They may not go home before one of the persons mentioned above has contacted parents.

#### *Primary:*

If a child feels ill during the day their teacher sends them to the Primary Office with a note after which the Primary Secretary will then contact parents.

Missed classwork/homework: It is the students' responsibility to gather/copy out and complete any missed classwork and respective homework.

**Unexcused absences** - Students in Secondary must monitor Firefly and make up work in their own time by contacting the teacher and other students outside of lesson time. Students in Primary can collect work on return so they can catch up (Y5 and Y6 students may be able to access some work on the Primary VLE).

**Excused absences** – Wherever possible, work will be provided in advance. Where this is not possible the school will help the student catch up on their return to school.

**Illness of 1 to 2 days will be supported by teachers.** In Primary and in Secondary teachers will keep copies of the classwork /homework and hand them to the student on his/her return. In Secondary, the onus is on the student to monitor Firefly and to make contact with the teacher on his/her return to request the work missed. Students are advised to check with another student in their class to ensure they have all the classwork.

**In the Secondary School** - Illness of 3 or more days should be reported to the school by the parents and a medical note must be provided. Parents should inform the Head of Key Stage of the absence (length if known) as soon as possible. The Head of Key Stage will inform the classroom teachers and the HODs. The classroom teacher will be expected to respond by e-mail within 24hrs with the relevant classwork/homework. The onus is on the student to monitor Firefly and to make contact with the teacher on his/her return to ensure things are in order. Students are advised to check with another student in their class to ensure they have all the classwork. **Students will have one week in which to complete the work missed after their return to school.**

**In the Primary School** - Illness of 3 or more days should be reported to the school by the parents and a medical note must be provided. Parents should inform the class teacher and the Primary Secretary of the absence (length if known) as soon as possible. Teachers will provide work where possible (either by email if the work is saved as an electronic file or by leaving work to be collected from the main office). If it is not possible to provide the work (for example if a concept needs specific teaching) the school will ensure the child has help catching up in school on their return.