

## The British Academy

### Attendance Policy

**Purpose:** To develop the student's sense of personal responsibility for his/her learning through maintaining a high level of attendance (85% or more).

Form Teachers monitor attendance and Class Attendance Registers are marked for the AM and PM sessions daily. Student absences are recorded and parents are required to notify the Administration office of any absence i.e. illness, emergency, medical appointment, etc.

If a student is absent for two (2) or more consecutive days, Form Teachers or Administration will contact parents to verify.

#### **Monitoring Absence:**

The Form Teacher plays a key role in monitoring attendance and obtaining accurate reasons for absence. Parents are contacted as soon as a poor pattern of attendance is observed even when notes are being received.

1. Written excuse is required from parent.
2. Parent-Teacher and Principal Conference is scheduled to address attendance irregularities and to establish systems to prevent reoccurrence.
3. Students can be placed on Daily Report to assist in monitoring attendance.
4. The Form Teacher must report repeated patterns of absence or unacceptable reasons for absence to the Dean and Principal for closer monitoring.

#### **Punctuality:**

Late arrival to school is unacceptable and recorded in the Class Attendance Register. Parents will be notified when a student exceeds three (3) times late in a given four (4) week period.

Punctuality is valued and parents are urged to support the school's policy and ensure that their child develops a good attendance record.

**If all attempts at improving attendance fail or if there are significant patterns of non attendance, a referral should be made to the Principal.**

**Prolonged absence due to medical problems:**

The Form Teacher should alert the Principal if absence of more than four (4) weeks due to illness is anticipated. Evidence of the medical condition is to be provided to the school. A request for class work copies, worksheets and homework assignments can then be made. The Form Teacher will take responsibility of ensuring work is set and identifying a named person to

liaise with a home tutor (provided by the family). It is important for parents and students to realise that we will be flexible in our approach and the school will support the student in the transition from home tuition to full-time schooling. Liaison will be particularly important to keep all parties informed and involved.

**Prolonged student absence due to vacation** is not to be encouraged. Parent must request prior approval from the Principal for any prolonged student absence (not due to illness). It is the responsibility of the student to obtain missed work and resulting learning gaps from such an absence.

**Absence from End of Term Examinations** – the school calendar is issued to all parents at the beginning of the school year, and Examination periods are clearly identified. Make up examinations due to students going on early vacation cannot be accommodated.