



School Attendance Policy

1. Purpose

The purpose of this policy is to ensure the safety, well-being, and academic success of all students by maintaining accurate attendance records and promoting regular school attendance in line with safeguarding requirements.

2. Scope

This policy applies to all students, staff, parents, and guardians across all school stages.

3. Policy Statement

Attendance is mandatory for all enrolled students. Regular attendance is essential for student safety, learning continuity, and safeguarding. The school is committed to monitoring attendance daily, responding promptly to absences, and maintaining clear communication with families.

4. Roles and Responsibilities

4.1 Teachers

- Record daily attendance on the school LMS **Phoenix**.
- Report unexplained absences and frequent tardiness to the school administration.

4.2 Administration

- Monitor attendance trends.
- Ensure records are accurate and securely stored.
- Contact families when required.

4.3 Parents/Guardians

- Ensure their child attends school daily.
- Provide valid justification for absences.
- Submit medical certificates when required.

5. Attendance Procedures

1. Mandatory Attendance

All students are required to attend school regularly to ensure their safety and well-being.



2. **Daily Monitoring**

Attendance is recorded daily by teachers and staff on the school LMS **Phoenix**.

3. **Parental Notification**

Parents are promptly notified of unexplained absences or frequent tardiness.

4. **Sign-Out Procedures (KG & Lower Primary)**

A formal sign-out system must be used for all KG and lower-primary students leaving early.

5. **Attendance Records**

The school maintains detailed and accurate hard copy attendance records for all students.

6. **Emergency Contact Information**

Up-to-date emergency contact details must be maintained for every student.

7. **Absence Justification**

Valid reasons must be provided for all absences. Medical certificates are required for illness when requested.

8. **Follow-Up After Three Days**

If a student is absent for three consecutive days:

- The school will contact the student/family.
- If no response is received from any family member, the case is recorded on **Guard** until contact is made.

9. **Safeguarding Alignment**

Attendance procedures are reviewed regularly to ensure compliance with safeguarding standards.

10. **Babies' Room (Staff Children)**

A sign-in/sign-out log must be used for all staff children attending the Babies' Room.

6. Confidentiality

All attendance records and related communications are treated as confidential and stored securely.



7. Review and Monitoring

This policy is **reviewed annually** by:

- The Head of Stages
- The School Principal
- The Safeguarding Lead

Last reviewed: February 2026.