



Attendance Policy

Introduction

Attendance at school is important for a variety of reasons in a pupils' life. Prolonged absence, irregular attendance or continued lateness can all undermine a student's experience, academic progress, social experience and sense of being part of the Si Ri Panya community. This policy applies to the whole school including the EYFS years.

The school recognises that pupils may sometimes have difficulties in attending regularly for a variety of complex reasons, e.g. medical conditions, including physical and mental health, and social and emotional factors. In line with our Child centred philosophy, we will always seek to understand the underlying reasons for nonattendance, and work constructively and supportively with the family and child.

However, it is a **parental responsibility** to ensure that their child attends school.

The school day runs from 9.00am – 3.00pm. Attendance is expected during these hours

Notification of School Absence

All pupil absences should be notified in accordance with school procedures. If a child is not able to attend school, parents can either:

- 1) Verbally inform the class teacher before 9am
- 2) Send an email to **attendance@siripanya.com**

Please remember to state the name, class and reason why the child is absent. Also, if known, please inform the school when the child will be returning.

Absence requests, not due to medical illness, i.e. visa or holiday, should be made with as much notice as possible. If the request is approved, then the absence will be recorded as an 'Authorised Absence' on the register so, will not be counted towards the pupil's absence level percentage and no 'next steps' will be required. If the absence is not requested or not approved, it will be marked on the register as an 'Unauthorised Absence' and therefore will be counted in the pupil's absence level percentage.

Sensitive or complex circumstances

In cases where attendance is affected due to psychological, emotional, social or other health related issues, parents should liaise as soon as possible with the class teacher. For more sensitive or complex cases, parents should contact the Deputy Headteacher.

Lateness:

If a child is late, parents are to take them directly to their classroom. Parents are requested not to enter the room to avoid disturbing the lesson which is taking place.

Monitoring of Attendance and 'next steps'

The attendance of each child is monitored by the class teachers as well as the Deputy Headteacher. The school will be monitoring the number of unauthorized absences.

Please note: Informed illness, visa related absences and authorised holidays will not be taken into account when calculating a pupil's attendance.

- If the attendance level of a pupil is below 85% (or lateness of 15%) the school will begin to make enquiries and keep a close eye on attendance.
- If the school continues to have concerns, and a pupil's attendance drops below 80% then parents will be emailed and alerted to the degree of absence.
- If the pupil's absence level continues to rise or does not improve, the Deputy Headteacher will contact the parents to offer a meeting to discuss ways in which the school can be supportive.

EVERY DAY AT SCHOOL COUNTS

Attendance during one school year	Equivalent days missed	Equivalent weeks approx. missed	Equivalent number of lessons missed
100%	0 DAYS	0 WEEKS	0 LESSONS
95%	9 DAYS	2 WEEKS	50 LESSONS
90%	19 DAYS	4 WEEKS	100 LESSONS
85%	29 DAYS	6 WEEKS	150 LESSONS
80%	38 DAYS	8 WEEKS	200 LESSONS
75%	48 DAYS	10 WEEKS	250 LESSONS

EVERY MINUTE COUNTS

When your child misses just...	that equals...	which is...
10 minutes a day	50 minutes of learning each week	Nearly 1 ½ weeks per year
20 minutes a day	1 hour and 40 minutes of learning each week	Nearly 2 ½ weeks per year
30 minutes a day	½ day of learning each week	4 weeks a year
1 hour a day	1 whole day of learning each week	8 weeks per year