



Byron College

Attendance Procedure

Written by: Rory Gallagher, Headteacher

Issued: October 2023

Reviewed: March 2025

Next Review Date: October 2026

Introduction

We believe that students should enjoy learning, experience success and realise their full potential. The Student Attendance Policy reflects this and recognises that regular attendance and punctuality has a positive effect on the wellbeing, motivation and attainment of students.

- Achievement and attendance are closely linked
- Attendance figures should be communicated to parents regularly if there are concerns and specifically if attendance drops below the school's target
- Children and parents should be supported to develop a responsibility for attendance

The School operates within the Greek Law in all matters, including Attendance.

Punctuality

School begins at 8.40am and we expect all children to be in school at this time. Any child arriving later than 8:40am should enter school via the main gate and report to the school office. If accompanied, the parent should give a reason for the lateness.. The child may then go to their classroom, but they will still be marked as late in the register. Children who are consistently late are disrupting not only their own education but also that of others. Where persistent lateness gives cause for concern, parents will be contacted to work with them to resolve the issue, and further action may be taken in line with the Behaviour Policy.

Procedures

Class registers are completed by Teachers for form time and for every teaching period.

If a child is absent, parents must telephone school on each day of absence before 9:00 am explaining the reason why their child is not at school. If no contact is made with the school then we will telephone parents.

At the end of each half-term, the form tutor/class teacher contacts parents if the attendance is below 95%. The Head of Key Stage contacts parents if the attendance is below 90% (see letter template below). In case of persistent absentees, a meeting might be held with the Head of School (Primary or Secondary) to discuss how the student can be supported and agree on actions to improve the situation. In some cases where the academic impact has been a major one, the student might have to repeat the year.

Unauthorised absence -

Attendance is monitored each half term and if a child's absence falls below the school's target an email will be sent home (even if the absence has been authorised). If attendance does not



improve another email will be sent home. Should a child's attendance continue to be a concern parents will be asked to attend a meeting with the Head Teacher.

Authorised Absence

Absence may be authorised for the following reasons:

- illness, medical or emergency dental/optician appointments
 - From the third day a medical / doctor's note may be requested
- family bereavement
- a child caring for a sick or disabled family member (authorisation should, in such instances, be of limited duration)

Planned Absence (Authorised)

In the case of a planned absence, parents must complete the [Leave of Absence Request form](#). Approval may be granted, and the absence authorised, for example in the case of:

- involvement in a public performance
- travel to home country after a bereavement
- days of religious observance

Please note: As a general rule, the school does not provide work for absent students. Our main concern is the wellbeing of our students and to allow those who are ill to fully recover. In exceptional circumstances arrangements can be made with the Head of School to support students' learning during an extended period of authorised absence.

Unauthorised Absence

Unauthorised absence is where no explanation has been given for the child's absence or where the explanation offered does not meet the criteria for Authorised Absence.

Absence will not be authorised for family holidays (other than where the Leave of Absence Request has been approved - see above).

Important Safeguarding Note:

Where a child does not attend school, without any contact from the parents, the school will telephone a parent on the first day of absence. On the second and third day of absence without contact from parents, the school will ring both parents numbers and email both parents asking them to contact the school;

- if no response on the third day then the school will ring the emergency contact number;
- if no response on the emergency contact number, then the school will contact child services, if necessary, safeguarding following guidance from the School Lawyer on how to proceed.

Parents will be sent the term dates as soon as these are known each academic year in order that they can arrange their holidays and organise travel plans without disrupting their child's education. The term dates are also available on the school website.

Leaving School early - Occasionally students will need to leave school early, for instance to attend an appointment with a doctor or dentist - in the case that the appointment can not be made after school hours. In this event, parents should contact the school office to let them know who will be picking the child up and at what time. They will then need to collect their child at the school office, or give permission for the child to sign out themselves.