



KOHANA
INTERNATIONAL SCHOOL
PASSION • CREATIVITY • VALUES

**KOHANA INTERNATIONAL SCHOOL'S
ATTENDANCE POLICY**

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Regular and punctual school attendance is important. Pupils need to attend school regularly if they are to take full advantage of the educational opportunities available to them. Kohana International School fully recognises its responsibilities to ensure pupils are in school and on time, therefore having access to learning for the maximum number of days and hours.

Our policy applies to all children registered at this school and this policy is made available to all parents of pupils who are registered at our school on our school website and Parents' login section.

This policy has been written to adhere to the relevant Cambridge Education.

Children who are persistently late or absent soon fall behind with their learning. Children who are absent from school frequently develop large gaps in their learning which will impact on their progress and their ability to meet age related learning expectations. **A child whose attendance drops to 80% at any period throughout the year will not be allowed to sit exams as per Cambridge policies for requirements to sit exams, in addition if the attendance by the end of the school year is still below 80% then the child will be required to retake the academic year again incurring all charges and fees.**

Aims and Objectives:

This attendance policy ensures that all staff and governors in our school are fully aware of and clear about the actions necessary to promote good attendance.

Through this Policy we aim to:

- Improve pupils' achievement by ensuring high levels of attendance and punctuality.
- Achieve a minimum of 95% attendance for all children, apart from those with chronic health issues that are supported with valid documentation.
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the school.
- Raise awareness of parents and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education.
- Work in partnership with pupils, parents, staff and the school affiliation

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bodies so that all pupils realise their potential.

- Promote a positive and welcoming atmosphere in which pupils feel safe, secure, and valued, and encourage in pupils a sense of their own responsibility.
- Recognise the key role of all staff, but especially class teachers, in promoting good attendance.

We maintain and promote good attendance and punctuality through:

- Raising awareness of attendance and punctuality issues among all staff, parents and pupils.
- Ensuring that parents have an understanding of the responsibility placed on them for making sure their child attends regularly and punctually.
- Maintaining effective means of communication with parents, pupils, staff and governors on school attendance matters.
- Developing and implementing procedures for identifying, reporting and reviewing cases of poor attendance and persistent lateness.

Definitions:

Authorised absence:

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent. For example, if a child has been unwell and the parent emails the school in good time to explain the absence using the attendance@kohnanainternationalschool.com email address.
- Only the school can make an absence authorised. Parents do not have this authority. Consequently not all absences supported by parents will be classified as authorised.

Unauthorised absence:

- An absence is classified as unauthorised when a child is away from school without the permission of the school.
- Therefore the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

Procedures:

Our school will undertake to follow the following procedures to support good attendance:

- To maintain appropriate attendance data.
- To communicate clearly the attendance procedures and expectations to all staff, governors, parents and pupils.

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- To have consistent and systematic daily records which give detail of any absence and lateness.
- To inform parents what constitutes authorised and unauthorised absence.
- To strongly discourage unnecessary absence through holidays taken during term time.
- To work with parents to improve individual pupils attendance and punctuality.
- All staff should be aware that they must raise any attendance or punctuality concerns to the Heads of the school with responsibility for monitoring attendance.

Morning Hours:

School door opens at 8.30 am until 8.55 am. This time is sufficient for all pupils to come into their classroom.

Each class teacher has the responsibility for keeping an accurate record of attendance. Any pupil who is absent must be recorded at the beginning of the morning session. The attendance register must be completed by the class teacher by 9:05 am. These registers are then returned to the school office.

All attendance records are documented using the school login section. Attendance registers are legal documents and these must be kept secure and preserved for a period of three years after the date they were last used.

Lateness:

Once the doors are closed at 8.55am the only way to get into school is via ringing the door bell. Any pupil who comes into school this way from 8.55am will be marked as late in the attendance record. Records are kept of those pupils who are late, this is documented on the electronic register for each pupil. Any child who arrives for school later than 9.20 will be marked as half day attendance.

Children who are tardy 3 days within a week will be have an absent mark against them.

Children who have attended a dentist or doctor's appointment and subsequently come to school later than 9.05am will have the absence recorded as a medical absence.

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Children, who are persistently late, miss a significant amount of learning, often the most important aspect, as the beginning of the day is where the teacher explains the learning and what each child is expected to achieve.

Where there have been persistent incidents of lateness parents will receive a letter or email advising them of the concerns and the school will provide opportunities for parents to seek support and advice to address these issues.

ABSENCES:

Parents should contact the school on the first day of their child's absence. When parents notify us of their child's absence it is important that they provide us with details of the reason for their absence.

All absences are recorded as either authorised or unauthorised absence. It is important that we receive accurate information from parents with reasons for the child's absence. This information is used to determine whether the absence is authorised or unauthorised. The school heads have the responsibility to determine whether absences are authorised or unauthorised.

If the reason for absence is not mentioned, then the absence will be recorded as unauthorised absence.

The school provides enough vacation time during the year for families to organise family holidays and vacations during the school holidays, any family holiday in Japan or overseas will always be marked as unexcused absence.

- Note that a letter or phone call from a parent or guardian does not automatically make an absence authorised.
- Note that absences will not be authorised retrospectively.

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By signing my name below, I certify that I have read the above information. Any questions concerning these policies have been discussed. My signature also certifies my understanding of and agreement with the above policies. A photocopy of this document is as valid as the original. You may receive a copy of this document upon request.

Name _____

Signature _____ Date: _____



Mr. J Machin
Kohana International School
Compliance Officer