APS Electronic Attendance Policy

Author: APS Senior Leadership Team
Last Review: 27/09/2024
Distribution: Students, Parents & Staff (Appendix B & C for staff only)

Education is a long-term process, which requires commitment overtime. Asia Pacific School appreciates the support of parents in ensuring that students attend school regularly.

We recognise that the demands of modern life create challenges for families. However, with term dates being published well in advance, we would expect family holidays to be scheduled at times when the school is closed.

When parents take students out of school for holidays, the teachers are not obliged to provide work in order for the student to catch up. When students are absent through illness, the school will provide as much support as possible for students, though this may be limited as most learning involves direct teacher interaction.

Attendance in school is compulsory on every school day, including Saturdays used as replacement classes and for all official school activities.

The aims of this policy are to:

- Ensure maximum attendance among students
- Ensure consistency in dealing with absentees

Authorised and non-authorised absences:

- All absences are classified as authorised or non-authorised and recorded on the school's Information Management System (iSams)
- Authorised absences include school trips, illness, injury, work experience, suspension, exclusion, medical appointment and school closure
- Unauthorised absences include holidays taken during term time and unexplained absences.
- A full list of attendance codes used within the school is available in appendix A.

Roles and responsibilities

The senior leadership team will:

- Communicate information on dealing with lateness, illness and absence to parents. This highlights the importance of being at school on time and notifying the school if their child is absent for any reason
- Ask parents to try to arrange their family holidays within the school holidays, rather than in term time so that their child's education is not disrupted
- Explain to parents authorised and unauthorised absences in newsletters with frequent reminders as necessary. It is the school's responsibility to decide whether to authorise an absence or not
- Ensure consistency in the implementation of policy
- Request all parents to contact the school if their child is absent, by telephone or email, on the first day of absence
- Request parents to send a letter or e-mail into school when the child returns explaining the absence

Teachers will:

- Record attendance information during AM registration period (morning) each day using the Engage Portal, using codes as in appendix A.
- Ensure that if a student arrives after registration, they must fo\low the school late procedures, all students arriving after 08:00AM require a late pass from the school appropriate office (APIS, APIS primary or APIS secondary) before entering the classroom.
- Record attendance information during each individual lesson, presently this wi\1 be in an offline paper mark book, however this will also be moved into the Engage Portal within the next few months.

School attendance managers will:

- Ensure that a\1 communication relating to absence is filed on Engage;
- Contact home on the first day of absence where the absence type is unknown
- Contact parents when a child has been late 5 times in a month
- Contact parents when a child has 3 unauthorised absences in a month
- Scan any letter or e-mail explaining anticipated or previous absences onto Engage;
- Supply a weekly report to the relevant pastoral leaders raising any attendance issues
- Record on Engage when a student leaves the site
- Review registers daily and prompt any teachers that have not completed a register
- Supply a weekly report to senior leadership team with attendance headline figures and highlighting non-compliance by students, parents or staff for follow-up

Students will:

- Ensure that, health permitting, they attend school every day;
- Ensure that they arrive at school by 07:35 each day (10 minutes before school day starts at 07:45)
- Attend all organised activities for which they are enro\led, unless permission is granted for them to be absent
- Ensure that if they arrive after 08.00AM each day, they record their presence in school at the school appropriate office (APIS, APIS primary or APIS secondary), the member of staff will update their attendance record in Engage and issue them with a late pass which they must give to their teacher upon arrival in the classroom
- Ensure that if they leave site before the close of school, they sign out at the school appropriate office (APIS, APIS primary or APIS secondary)

Parents will:

- Ensure their children attend school unless medically unfit
- Communicate with the school via e-mail or letter to explain the absence on the child's first day back at school. The note should detail the days a child has been absent and the reasons for this absence
- Seek permission in advance to gain authorisation for a child to be absent for any non-medical reasons
- Ensur that if they arrive after 8.00AM each day, they record their child's presence in school at the school appropriate office (APIS, APIS primary or APIS secondary) if the child is too young to do so themselves
- Ensure that if their child leave's site before the close of school, they sign them out at the school appropriate office (APIS, APIS primary or APIS secondary) if the child is too young to do so themselves

Appendix A - Attendance Codes

The following codes are used in school but represent a **present** mark for statistical purposes:

Present   *I*
School Trip/ Representation   R
Late   L

The following codes represent an **authorised absence** mark for statistical purposes:

Medical/ Sickness   M
Suspension from School S
Other Authorised Absence   P

The following codes represent an **unauthorised absence** mark for statistical purposes:

Unknown Absence   0
Other Unauthorized Absence   T

The following codes are for reference and have no bearing for statistical purposes:

No Attendance Required   X

Appendix B - Staff Guidance

This guide is to ensure the smooth transition of school attendance to an electronic format.
Engage has been chosen as the tool for this task.

General

- Staff should ensure they are logged into the Engage portal at the beginning of each period
- Staff will record AM registration only at this time in Engage
  (lesson registration to follow at a later date)
- All AM registers must be completed and saved by end of AM registration
- Lesson registration may be completed anytime during the lesson
- Teachers should put a "/" (Present) or an "O" (Absent) into the register unless they have accurate verified information to apply specific codes e.g. S = Sickness
- Use of comments on the register serves as a good record but is optional
- If pupils arrive in school after AM registration, they must be sent to the office to sign in
- If pupils leave the site, they must be sent to the reception to sign out

Late

- All staff should record a student as an "L" if they are 5 minutes or more late to a lesson and include the number of minutes, they are late

Emergency Evacuation

- Please follow guidance in Appendix C

Supply Teachers

- Supply teachers will be given an Engage account and user guide to take registers as part of their induction on **arrival**

System Failure

- Teachers should record a register on paper and return it to the office and also log a ticket to the school's IT support team with an explanation of the problem, so it can be resolved immediately

Data Accuracy/ Changes

- Staff should not make informal changes to timetables or rooming. Any changes require approval from the school timetable manager and need to be reflected in Engage
- If there is an issue with the membership of the class list, any amendments should be sent to Siti Salihatun in admissions immediately via email so Engage can be updated

None Compliance

- CLT will be given a weekly report of all incomplete registers for investigation

Appendix C - Emergency Evacuation

This appendix outlines how to use the data in Engage during an emergency evacuation, it does not indicate detailed accountability and actions to cover the whole evacuation procedure and should be incorporated into your existing process. Moving to an electronic registration system has many benefits, however one of the drawbacks is how to handle an emergency evacuation, the issue is that, when using electronic registration, schools do not have paper registers to take outside for checking that all pupils are accounted for.

The method below which offers a compromise on robustness, accuracy, printing and administration effort.

Emergency Evacuation Engage Process

- Each homeroom class to have a folder with current class list a blank red card sheet and a blank green card sheet held in the school appropriate office (APIS, APIS primary or APIS secondary)

- Registers held in the school appropriate office (APIS, APIS primary or APIS secondary) to have an up to date class list at all times, as students are admitted, leave or move class these sheets must be amended by the **admissions team**

- At 8:00AM each day Attendance Managers will print off the list of absent children. This will be 1 page per year group, these will be kept at the school appropriate office (APIS, APIS primary or APIS secondary) with the signing out book

- If a pupil leaves the site and signs out at the school appropriate office (APIS, APIS primary or APIS secondary), the office will add the student's name to the absence sheet therefore maintaining an accurate list of absent children

- On evacuation sounding the signing out book is no longer required; designated admin staff will take the individual absence sheets outside

- Staff and visitors will register themselves with the designated person:
    - o Registration Teachers will take their class register back to their students
    - o The appropriate pastoral leader will take the absence list of their year group(s) to their team
    - o In case of absence another member of the team will cover these duties
    - o Visitors will register and then gather in the designated place

- Teachers take attendance on the paper register, note that the class list in the register will not show who is absent. If a teacher has an absent child from the class, they will raise their register as red in the air so the appropriate pastoral leader can come over and confirm the child should be absent by referencing the absence sheet in their possession

- Once the appropriate pastoral leader has confirmed that all absent children should be absent, the teacher can change their register to green

- Any children absent from the evacuation and not included on the absence sheets are classed as "missing" and should be reported to senior leaders. This will be highlighted by their tutor still holding up a red card, and so will require follow up from senior staff.