



Satit Prasarnmit
International Programme

ATTENDANCE POLICY



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Attendance Policy

Introduction

Students need to attend school regularly and be punctual if they are to take full advantage of the educational opportunities SPIP provides. Irregular attendance puts students at a disadvantage and leads to them falling behind in their studies.

There is a direct link between poor attendance and poor attainment:-

- *Of students who are absent for 10-20% of school time (80-90% attendance), only 35% manage to achieve 5 A* - C grades at GCSE.*
- *Of students who miss less than 4% of school (96%-100% attendance), 73% achieve 5 A* - C grades at GCSE*

[Source: Research Report "A profile of pupil absence ..."]

All students must meet the following criteria in order to maintain the high standard expected of the most senior students at Satit Prasarnmit International Programme.

Transcript Eligibility and Attendance

In order to obtain a transcript from Satit Prasarnmit International Programme, students must meet the following attendance criteria:

- **Attend 80% of all timetabled lessons** including but not limited to Tutor period, Enrichment, Assemblies and all lessons.
- **Complete 80% of all assignments** including but not limited to mock exams, tests, homework and classwork.

Special consideration will be given to unique circumstances (eg. medical reasons) which will be considered "Authorised Absences". Please see details under the **Authorised/Unauthorised Absences** section below.

Parents and SPIP have a responsibility to support and encourage regular attendance.

The purpose of this policy is:

- To promote good attendance and punctuality.
- To make clear our registration procedures.
- To clarify absence which can be authorised and that which cannot and remains unauthorised.

Our job is to make sure:

- We start promptly.
- We provide an exciting and stimulating learning environment.
- You understand our policy on attendance.
- You know how to let us know if your child is absent and why.
- Our attendance records are accurate and up to date.

We need you as parents to make sure:

- Your child arrives on time.
- Your child is correctly dressed.
- Your child is ready to learn.
- You understand our policy on attendance and know how to notify us about any absences.

Procedures

Attendance Registers

The Daily routine

- All students are expected to attend school regularly and be punctual.
- All students must use the **face scan** when coming into the school premises.
- Registers at SPIP are called at the beginning of the tutor group, and then in each subject lesson.
- **Pupils who arrive after the end of tutor period must report to the main office** on entering the building. This is to ensure that the student's arrival is noted and the register updated accordingly for safeguarding purposes (eg. if there is a fire or emergency)
- The attendance register shows a record for each lesson of whether pupils are present or absent.
- The register shows whether or not absence is authorised. Absence is unauthorised unless or until a satisfactory reason is given.

Authorised/Unauthorised absence

- Authorised absence means that approval has been given in advance for the student to be away or that the explanation offered afterwards has been accepted as a satisfactory one.
- If a parent provides no explanation, or SPIP is not satisfied with the explanation given, then the absence is not authorised. This would include student absence for unexceptional reasons.
- Decisions regarding the authorisation of absences are the responsibility of SPIP.
- SPIP need not accept an explanation for a student's absence. It is for the Head to judge whether the explanation given is satisfactory justification for the absence.
- Requests for leave will only be granted in exceptional circumstances.
- **Exceptional circumstances** mean that the parent makes a strong case for taking the student away during term time. They must show why their child should be treated differently.
- Unauthorised leave may affect the 80% minimum attendance for students and result in sanctions or eligibility a school transcript.
- Vague explanations like, "business," are not clear enough reasons as to why the student should need to be absent.
- Parents should not expect SPIP to agree to leave during term time. Each request will be considered individually. The following factors will be considered and no one factor will be regarded as conclusive:
 - the time of year proposed for leave;
 - the length and purpose of the leave;
 - the duration of the leave and its impact on continuity of learning;
 - the circumstances of the family and the wishes of the parents;
 - the distance, the expense and the rarity of the event;
 - the overall attendance pattern of the student.

Examples of Authorized and Unauthorized Leave

Unauthorized Leave	Authorized Leave
• External competitions (eg. sports, music, science) which are not organised or approved by SPIP • Personal study leave for external examinations (eg. GED, SAT) • University application preparation (eg. portfolio) • External tutoring classes • University open house • Visiting relatives • Family holidays • Shopping trips • Birthday celebrations • Volunteering or job shadowing without an official letter showing dates of attendance. • Unspecified Personal Leave • Medical leave without doctor's note	• External competitions (eg. sports, music, science) organised or approved by SPIP • Representing Thai national team for sports or other competitions with official letter of request and dates of attendance • Job employment with official letter showing dates of attendance • University interviews with specified dates of attendance • Volunteering/ job shadowing with official letter showing dates of attendance • Medical reasons with medical note showing dates of absence • Personal leave ○ Court/ Legal leave ○ Bereavement ○ Visa

Lateness

- Pupils arriving late not only disrupt their own learning but also that of others. In recognition of local circumstances (such as bad weather or transport difficulties), SPIP will keep its registers open for a reasonable period to cater for late arrivals.
- A 'reasonable' registration period is thirty minutes from the beginning of registration to the formal closing of the register. All students arriving after the start of tutor period, but during this period will be marked as late, but be counted as present for that session and recorded (L).
- Students arriving late after the thirty minute registration period but providing an adequate explanation will be counted as an authorised absence for that session.
- Pupils who arrive after the end of tutor period without a valid excuse will receive an unauthorised late mark for the morning session. This will show in the register as 'U.' This mark counts as an authorised absence.
- Pupils who arrive more than an hour late are marked as Extreme Late (EL)
- Examples of unauthorised late are : waking up late, traffic jam (without parents informing Registrar), no classes in the morning for Sixth Form
- **Unauthorised lateness (U or EL) will result in an instant L2 Demerit for Lateness**

- Disciplinary action will be taken against a student who persistently fails to arrive on time with no valid excuse. A meeting with parents may also be requested.
- Students that are persistently 'late' or regularly 'absent' will have an individual action plan written.

Examples of Late Cases

Unauthorised Late/ Extreme Late (Instant L2 Demerit)	Authorised Late (No sanction)
• Waking up late • Traffic • "No Lessons/ Skip tutor period" • Forgot to eat breakfast • Parents did not contact registrar or give suitable evidence	• Parents must inform the registrar • Medical letter with time/date • Accident (eg. vehicle, flooding)

Ways of letting us know your child is absent:

If your child is ill:

- All parents are asked to telephone or email (registrar@spip.in.th) the SPIP office if their child is absent. Parents are required to email or to send a letter when their child returns explaining the absence. Parents can also call into the office to explain an absence.
- If the absence is not covered by an email or letter, it will be recorded as unauthorised.
- Medical certificate or evidence must be provided ideally with dates of absence specified.

If your child has a medical or dental appointment:

- Please avoid these during the school day if at all possible. However, if an appointment during the school day is unavoidable, please send a letter **in advance** so we can authorise the absence.
- Medical leave without doctor's note
 - Only allowed for one day off at a time.
 - Maximum days of leave is 3 per half term. Any more days will require a doctor's note.
- Medical leave with doctor's note
 - Required for multiple consecutive days off (eg. two or more days of sickness)
 - Required when 3 days of medical leave without note is used up.

- **Students are not allowed to leave the school site during the course of the day** unless written notification of the reason has been given to the office in advance.
- Medical certificate or evidence must be provided ideally with dates of absence specified.

Marking the Attendance Register

- Attendance registers are important documents and all staff undertake to mark them accurately.
- Morning registration is a time to help students prepare for the day ahead, as well as an opportunity to explain any changes to the day's usual routines.
- The tutor records attendance in the SchoolBase register, starting promptly at the beginning of tutor period.
- Registers will be taken in each subject lesson by the subject or cover teacher.
- Pupils will be marked as either present, absent or late.
- An emergency register will be kept in the office should the electronic registration process fail.

Approved Educational Activity:

In such cases pupils will be counted as present even though they are physically absent. Examples of such activities may include Student Council activities, or preparation for important school- approved events such as Theatre Production.

Our Shared Responsibilities

The Head of School will:

- Set attendance targets as part of the development plan and target-setting process.
- Monitor progress and ensure strategies are in place to promote and implement the policy.
- Determine (in collaboration with the Head of Student Support and Wellbeing) whether to authorise any absences.
- Initiate with appropriate staff strategies to improve attendance.

The Head of Student Support and Wellbeing will:

- Oversee the attendance arrangements.
- Oversee register checks to monitor student absence.
- Oversee checks on absence notes and the reasons for absence.
- Ensure that unexplained absences are followed up.
- Ensure that all suspected truancy is followed up.
- Deal with issues of inadequate registration.
- Contact parents over student absences where appropriate.
- Be vigilant for patterns of poor attendance.

Office staff will:

- Contact parents on the first day of absence if notification has not been received.
- Ensure that parent contact details are up to date.
- Use a structured series of contact letters to challenge any lack of parental response.
- Assist new members of staff with attendance management procedures.
- Maintain an emergency paper register should the electronic registration process fail.

Tutors will:

- Undertake to mark the attendance register accurately.
- 'Call' the register with the class sitting in silence and each student responding clearly in an agreed manner.
- Never allow students to mark the register.
- Mark students as either present, absent or late using the correct register codes.
- Not leave blank spaces in the register.
- Help to ensure that students bring absence notes.
- Help follow up cases of unaccounted absence or unacceptable notes.
- Alert the Head of Student Support and Wellbeing of any signs of suspected truancy.
- Inform the Head of Student Support and Wellbeing of possible problems which might account for absences.
- Arrange for the collection and return of the emergency paper register, should the electronic registration process fail.

Subject teachers will:

- Insist on punctuality.
- Register students every lesson.
- Check the attendance of students at their lessons.
- Inform the Head of Student Support and Wellbeing of the names of students who are absent when students have previously been registered as present that day.
- Not release students until the bell for the end of the lesson has sounded.

Students are required to:

- Attend regularly unless they are ill or have an authorised absence.
- Be punctual.
- Sign in at the office when arriving after tutor group registration has finished.
- Sign out at the office when leaving before the end of the school day.

Parents should:

- Inform SPIP of absence on the first day of non-attendance.
- Provide an explanatory note on the day of return to school.
- Inform the school in advance of any planned absences.

SPIP students should aim to achieve an average attendance rate of 95%



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