Attendance and Sign-out Policy

The English School

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Ratified by	The Board of Management
Version Number, last date updated	September 2024
Date Approved	June 2025
Review Period	Yearly
Next Review date	June 2026

Contents

1. Introduction

Regular school attendance is essential for student success. Absence from school negatively affects academic performance, participation, and overall progress. Parents/guardians are expected to ensure students attend school daily.

This policy establishes clear expectations and procedures regarding student attendance, ensuring a supportive learning environment while maintaining academic integrity. Attendance is a critical factor in student success, and consistent presence in class is essential for progress.

Attendance monitoring is available via **Engage Student and Parent Portal** and complete attendance reports can be requested from the Attendance Office at attendance@englishschool.ac.cy.

2. Attendance Expectations

Students are expected to maintain at least 94% attendance. Anything below 90% is concerning and will trigger interventions. Good attendance positively influences academic references, while lower percentages may lead to restrictions. For example, for year 7 students,

- The school expects an attendance rate of **94% and above**.
- Attendance between **90-94%** is considered good.
- Attendance **above 94%** will be acknowledged positively in university references.
- Attendance **below 90%** will result in interventions and potential consequences.

3. Attendance Thresholds and Intervention

This section details the number of periods per year per year-group and defines the thresholds for acceptable attendance. Interventions increase in severity based on the level of absenteeism. Absences, even those with medical documentation, are counted, with promotion risks at very low levels.

Year Group	Total Taught Periods	Attendance Threshold	Intervention Levels
Year 7	738 periods	Below 87% or 96 periods absent	92% - Form Tutor intervention; 90% - Head of Year intervention, restrictions on ECAs/trips; 89% - Parental Meeting (organised by HoY + FT)
Year 6	726 periods	Below 87% or 94 periods absent	92% - Form Tutor intervention; 90% - Head of Year intervention, restrictions on ECAs/trips; 89% - Parental meeting (organised by Hoy + FT)
Year 5	726 periods	Below 90% or 72 periods absent	94% - Form Tutor intervention; 90% - Head of Year intervention, restrictions on ECAs/trips; 89% - Parental meeting (organised by HoY + FT)
Year 4	822 periods	Below 90% or 82 periods absent	94% - Form Tutor intervention; 90% - Head of Year intervention, restrictions on ECAs/trips; promotion may be at risk if attendance leads to incomplete tuition
Year 3	894 periods	Below 90% or 90 periods absent	94% - Form Tutor intervention; 90% - Head of Year intervention, restrictions on ECAs/trips; promotion may be at risk if attendance leads to incomplete tuition
Year 2	894 periods	Below 90% or 90 periods absent	94% - Form Tutor intervention; 90% - Head of Year intervention, restrictions on ECAs/trips; promotion may be at risk if attendance leads to incomplete tuition
Year 1	924 periods	Below 90% or 92 periods absent	94% - Form Tutor intervention; 90% - Head of Year intervention, restrictions on ECAs/trips; promotion may be at risk if attendance leads to incomplete tuition

Key Updates:
Absence due to medical reasons is counted as an absence, even if a medical note is provided.

4. Lateness Policy

Punctuality is crucial. Multiple lateness's convert to absences and trigger Form Tutor intervention. Specifically, 10 instances equal one period absence and require the Form Tutor to follow-up.

- **Every 10 instances of lateness** to class and Form Tutor period will count as **1 period of absence**.

5. Absence Categories and Reporting

All attendance, including justifications and punctuality, appears in student reports. Parents must report absences through the Engage Portal, email, or phone. Medical documentation is required for extended sick leave.

The following attendance information will be included in student reports:
- **Present (%)**
- **Justified and Unjustified Absences (%)**
- **Punctuality/Tardiness**

6. Special Attendance Cases: Medical and Other Related Absences

This section categorises absences using specific codes. It explains how health-related and disciplinary absences are recorded, what documentation is required, and how decisions are reviewed by the Attendance Committee.

- The Attendance Committee (Headmaster, Deputy Head, Pastoral Assistant Head of Section) will review serious medical or other cases. The review will be done termly and examined on a case by case basis. The Pastoral Team/Attendance officer will provide the Attendance Committee with the relevant data. School-approved study leave for exams (P-SA) requires proof of exams.

Health-Related Absences

Code	Description	Requirement	Counted as
OA	Online Attendance for Illness	Doctor's note required, SLT approval after 4th day	**Present**
ML	Medical Leave long-term	Medical note; reviewed by Attendance Committee	Decision by Committee
VA	Vaccination Leave	Nurse sign-out required	**Absent**
NS	Nurse Sick Leave	Sent home after visiting the nurse	**Absent**

Disciplinary and behavioural absences

Code	Description	Requirement	Counted as
HS	Out-of-school suspension	School-imposed suspension	**Absent**
SS	Internal suspension	School-imposed suspension	**Present**

Some other Attendance Codes

Full list of all the codes can be found in Appendix 1.

Code	Description	Requirement	Counted as
DM	Demonstration (Educational Purpose)	Participation in approved School/MoE events. With parents' consent	**Present**
T	Late to Class	Tardiness within the school day.	**Present**
LS	Late to School	Arrival after school start time.	**Present**
MP	Meetings within the school	Includes meetings with Headmaster, Deputy Head, Counsellor, or Pastoral Teams	**Present**
EC	Emergency Closure	School closed due to emergencies such as weather conditions, natural disasters or safety concerns.	**Present**
EV	Event Activities	Students attending school-organised events/ activities.	**Present**
SC	School Sports / Competitions	School approved Sport events e.g. matches, competitions, tournaments etc. Provide participation note or proof of participation only if not organised by the school	**Present**
RH	Religious Holidays	School approved for individual religious holidays e.g. Kurban Bayram	**Present**

Code	Description	Requirement	Counted as
SV	School visits	School approved visits e.g. Subject specific field trips. THIMUM, MEDIMUM etc.	**Present**
RH	Religious Holidays	School approved for individual religious holidays e.g. Kurban Bayram	**Present**
EC	Emergency Closure	School closed due to emergencies such as weather conditions, natural disasters or safety concerns.	**Present**
L10	10 x Late to Class/FT = 1 Period Absence	Lateness adjusted as absence for one period.	**Absent**
SY	Sympathy Leave	Attendance at a close family member's funeral. Requires school approval.	**Absent**
ED	Early Dismissal from School	Approved by School Management (e.g., Christmas and Easter dismissal).	**Present**
A7	Year 7 Approved Sign-Out	Usually during P6 (free periods), school-approved sign-out.	**Present**

7. Lateness to school – Procedure to sign in to school

Clear procedures exist for morning arrivals and late sign-ins. Notifications are sent to parents automatically. If unresolved, persistent lateness results in warnings, meetings, and even suspensions.

7.1 Morning Sign-In Procedure
- Before 07:45 AM: Students can go directly to class (marked as 'T').
- After 07:45 AM: Students must sign in at the Main Office by presenting their student ID card for scanning (marked as 'LS'). The student will then receive a late slip, and the teachers will also receive a notification of late entry.
- Parents receive an automatic SMS and Engage notification for lateness by 9:00 AM.

Note: Under no circumstances can a teacher accept a student in class after 7:45 am without a late slip/notification from the Main Office. The student should be asked to leave and follow the correct sign-in procedure.

Late Arrivals & Consequences:
- Persistent lateness: Communication with parents
- Severe lateness* issues: Review with the Headmaster

- Consequences for severe lateness may include behaviour points, detention, loss of privileges such as leadership roles

* A case of severe lateness is identified when a student arrives late at least four times per week, consistently across a full month, resulting in 16 or more late arrivals recorded within that period.

7.2 Lateness to Lessons
- Teachers must record attendance in **Engage Portal** within the first 6 minutes.
- Late arrivals must be marked as 'T' with the number of minutes late noted.
- **10x late arrivals class/FT period in one week = 1 full period absence.**
- In Engage Portal, teachers will see the previous period and current period attendance marks. If a student was present the period before but **missing from a lesson**, the teacher must report this immediately as per the **Missing Child Policy** by:
    - Emailing **missing@englishschool.ac.cy**
    - Calling the Attendance Officer at **22 799360**

This process will ensure timely intervention and student safety.

8. Absence Reporting & Codes

This section explains how parents should notify the school of absences and lists the codes used for the different types of absences. It also covers how absences affect student promotion and graduation eligibility.

8.1 Absence Notification Procedures
Parents must **report absences** using:
- **Engage Parent Portal -** Day book entry
- **Email:** attendance@englishschool.ac.cy
- **Phone:** 22 799360 (7:30 AM - 1:30 PM)

Failure to report an absence by **9:00 AM** results in an automatic SMS and Engage Portal Notice to parents requesting an explanation.

9. Absence from school for more than two days
If a student needs to be absent from school for more than two days, some possible reasons are:
- Holiday/Family trip abroad,
- Accompanying a parent abroad due to family/medical reasons
- Student has to undergo a medical procedure
- Student is unwell and has been admitted to hospital
- Student is unwell and has been given bed rest for over a week

The following procedure should be followed:

- o For visits abroad
  - Engage Parent Portal - Day book entry
    - ✓ - absence report is forwarded **two weeks in advance asking** for permission **or**

  - An email to the Headmaster (head@englishschool.ac.cy) and the relevant Assistant Head: Ms Elena Ignatiou (Lower School, Years 1-3) (staffeig@englishschool.ac.cy), Ms Anne-Marie Tellalis (Middle School, Years 4-5) (staffamt@englishschool.ac.cy) or Dr Maria Koutsoudis (Upper School, Years 6-7) (staffmko@englishschool.ac.cy) two weeks in advance asking for permission
    - Once approved, the student will be marked as "JA" – authorised absence by the school attendance office.
    - **Note** it is the student's responsibility to ensure he/she speaks to his/her subject teachers to catch up on all work lost.

Year 7 Student away due to interviews (up to three days)

Should a Year 7 student need to be away/abroad as they need to attend University Interviews, the following should be done:

- A Engage Daybook entry informing us that they are going to the University Interview with proof attached. or
- An email to Attendance Officer (attendance@englishschool.ac.cy) copying Form Tutor
- Students will be marked as "UI"

9.1 Unjustified and Justified Absences

Unjustified Absences

These are absences where **no valid reason** is provided, or the reason does not meet the criteria for justification.

- **N**: Unjustified Absence
  - o No reason was provided.
  - o **Reflected as Absence**.

Justified Absences

These are absences where a **valid reason** is provided and meets the criteria for justification, and all are calculated **as absences**.

- o **JA: Justified Absence**
  - o Reason provided (e.g., family trips).

- o **JS**: Justified Sick-Leave
  - o Medical note provided for sick leave over three days.

- o **JX**: Justified External Absence

- Exams not organised or authorised by the school (e.g., mock exams held by private institutions).

o **NS** Nurse Sick Leave
  - o A student was sent home after visiting the nurse.

All other codes either reflect **authorised presences** (e.g., P-EV, P-SC, etc.) or are not classified as absences. A complete list of codes can be seen in Appendix 1.

9.2 Codes Used by Teachers.

Code	Description
/	Present
N	Unjustified Absence
T	Late to Class

9.3 Absences Affecting Promotion & Graduation

- **Years 1-6:**
  - o Attendance below **90%** triggers interventions and meetings.
  - o Continued low attendance may **affect promotion** to the next year.

- **Year 7:**
  - o Attendance below **87%** is a cause for concern.
  - o Students with attendance **above 94%** receive **positive university references**.
  - o Attendance below **85%** may result in:
    - Exclusion from school trips & events.
    - UCAS applications reflecting **unsatisfactory attendance**.
    - Exclusion from **Graduation Ceremony**.
    - A **notation on the Apolytiríon** for unsatisfactory attendance.

9. Sign-Out Procedures

Procedures for planned and medical sign-outs are outlined here. Students must follow proper protocols, and unsanctioned departures are considered truancy. Afternoon Games are mandatory for Lower School Students, see Section 9.3.

9.1 Planned Departures
- Parents must request early departure via Engage Portal, email, or phone.
- Students must complete a sign-out form at the Main Office during breaks.
- Approval is required from a member of SLT or CFO Mr. Andreas Moyseos (if SLT is unavailable).
- Parents will be contacted to confirm collection time.

9.2 Feeling Unwell at School
- Students must visit the nurse for assessment.
- Only the nurse can authorise medical sign-out (A-NS).
- Direct parent calls for collection if unwell are considered truancy.

9.3 Afternoon Games
- Afternoon Games are mandatory for Lower School students and count towards the overall attendance statistics.
- If unwell, students must visit the nurse before 1:30 PM.
- Non-physical activities are available for students with medical exemptions.
- Students **may not sign out**, even with a medical note, unless explicitly authorised by the nurse.
- Appointments **should not** be scheduled during Afternoon Games, unless for a medical emergency. If this is the case, a doctor's note stating the emergency reason and time of your visit should be submitted to the School by the following day. Notes arriving later will not be accepted.
- Students not participating in physical activity **must** attend the non-physical option unless there is a written request for rest after school signed by the doctors or parents.
- Medical Reports and Parents' Letters: should clearly state the condition, symptoms, and treatment. If immediate rest is required, this should be stated on the report.
- Parental/medical notes must be submitted during breaks, otherwise these will not be accepted.
- Students should ONLY visit the nurse during lessons in emergencies.
- Students participating in non-physical activities must report to the Sports Centre by 2:10 PM.
- **Unauthorised sign-outs = 3 behaviour points and possible sanctions**.

11.   Links with Other Policies

The attendance policy is part of a broader framework and aligns with behavioural, rewards/sanctions, and safeguarding policies.

This policy is implemented in conjunction with:
- Behavioural Policy
- Rewards and Sanctions Policy
- Missing Child Policy
- Child Safeguarding Policy
- Substance Misuse Policy

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Appendix 1: Attendance Codes

Type A: Reflected as Absent (Unjustified and Justified Absences)

Code	Description	Details	Reflected as Absence/Presence
N	Unjustified Absence	No reason was provided.	Absent
JA	Justified Absence	Reason provided (e.g., sick less than three days).	Absent
JS	Justified Sick-Leave	Medical note provided for sick over three days.	Absent
JX	Justified External Absence	Exams not organised or authorised by school. For e.g. mock exams held by private institutions	Absent

Type B: Not Reflected as Absent (Authorised Absences)

Code	Description	Details	Reflected as Absence/Presence
EV	Event Activities	Students attending school-organised events/ activities.	Present
SV	School visits	School approved visits e.g. Subject specific field trips. THIMUM, MEDIMUM etc.	Present
SC	Sporting Competitions	Provide participation note or proof of participation only if not organised by the school	Present
AC	Arts Competitions (Music/Dance/Drama)	Provide participation note or proof of participation	Present
CP	Competitions/Events (National/International)	Provide participation note or proof of participation	Present
UI	University Interviews	Include travel days if abroad. Provide University Note	Present
UV	University Visits	Up to 4 days excused – provide proof, tickets to the university and confirmation of meetings	Present
SE	School Exams	Organised by the school.	Present

Code	Description	Details	Reflected as Absence/Presence
EE	External Exams	Provide Registration – e.g., SAT, ABRSM, resits in October and January (Only for the day of the exam.)	**Present**
DT	Driving Test	Provide Note.	**Present**
CA	Cancelled Afternoon Activities	No note is required.	**Present**
SA	School Authorised Study Leave	Authorised by School for Interviews and Exams	**Present**

Medical and Health-Related

Code	Description	Details	Reflected as Absence/Presence
OA	Online Attendance for Illness	A doctor's note is required. Students can only be approved to attend online after the 4th day of absence following SLT's approval.	**Present**
ML	Medical Leave (Long-term, over two-weeks absence)	A medical note needs to be submitted to the school. This will then go to the Medical Committee, which decides how attendance will be handled.	To be decided by the Medical Committee.
VA	Vaccination Leave	Nurse sign-out is required.	Absent
NS	Nurse Sick Leave	A student was sent home after visiting the nurse.	Absent

Disciplinary and Behavioural

Code	Description	Details	Reflected as Absence/Presence
SH	Suspension at Home	School-imposed suspension.	Absent
SS	Suspension at School	Internal disciplinary measure.	Absent

Other Codes

Code	Description	Details	Reflected as Absence/Presence
DM	Demonstration (Educational Purpose)	Participation in approved events. With parents' consent	**Present**
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LS	Late to School	Arrival after school start time.	**Present**
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