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THE ENGLISH SCHOOL
A SECOND CENTURY OF EXCELLENCE

Attendance and Sign-out Policy

The English School

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1. Introduction

Regular school attendance plays a key role in a student's success. When students miss school, it can affect their learning, participation, and overall progress. We ask parents and guardians to support their children by ensuring they attend school each day.

This policy outlines clear expectations and procedures for attendance, helping to create a supportive learning environment while maintaining academic standards. Being present in class consistently is essential for students to make good progress.

Attendance can be monitored through the Engage Student and Parent Portal, and full attendance reports can be requested from the Attendance Office at attendance@englishschool.ac.cy.

2. Attendance Expectations

Students are expected to maintain an attendance rate of **at least 94%**, as regular attendance is essential for academic success and full engagement in school life. Attendance levels are monitored each term and fall into one of three categories:

- **Green Zone (94% and above):** This is the expected standard for all students and reflects excellent attendance.
- **Amber Zone (85%–93%):** Attendance in this range is a cause for concern.
- **Red Zone (below 85%):** Attendance at this level is considered a promotion issue and results in **incomplete tuition**.

Key Updates to the policy:

- Note that attendance is measured **separately for each academic term**, and the percentage is calculated based on total number of sessions attended versus the total number of sessions in each term.
- Absence due to medical reasons is counted as an absence, even if a medical note is provided.



3. Attendance Threshold Zones and Intervention

This section defines the Attendance Thresholds Zones and Intervention Levels.

Attendance Zone	Attendance Threshold (%)	Intervention Levels
Green	≥ 94	No intervention, positive references (Year 7)
Amber	85-93	Form Tutor/Head of Year intervention when attendance falls below 90%, parental meetings, monitoring and catch-up plan, possible restrictions from trips/ECAs
Red	< 85	Promotion concern; parental meetings with Pastoral Assistant Heads, review of medical evidence, promotion reassessments in August where required, Attendance improvement plan for the following year. For year 7 students' attendance below 80% disqualifies from sitting the mock exams and receiving an Apolytirion.

4. Attendance and the Apolytirion

To be eligible for the Apolytirion, Year 7 students are required to attend school regularly and maintain the expected attendance rate of 94%.

When a student's attendance falls into the red zone, to an attendance rate of less than 80%, they will not be permitted to sit the school mock examinations. As a result, they will also be illegible to receive the school Apolytirion.

Exceptional circumstances, such as long-term illness, will be considered on a case-by-case basis by the Attendance Committee comprised of the Head Teacher, the Deputy Head teacher and the Pastoral Assistant Head for the student's year group. The attendance committee reserves the right to review individual cases and exercise discretion where appropriate.



5. Special Attendance Cases: Medical and Other Related Absences

The Attendance Committee (Head teacher, 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 (re-sits, admission tests and other University entrance assessments) requires proof of exams.

The specific codes that categorise absences can be found in Appendix 1.

6. Absence Reporting

This section explains how parents should notify the school of absences.

Absence Notification Procedures

Parents must report absences using:

- **Engage Parent Portal** - Day book entry
- **Email:** Marine.Tavitian@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.

7. 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:

- 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 (for Lower School, Years 1-3) (staffeig@englishschool.ac.cy), Ms Anne-Marie Tellalis (for Middle School, Years 4-5) (staffamt@englishschool.ac.cy) or Dr Maria Koutsoudis (for Upper School, Years 6-7) (staffmko@englishschool.ac.cy) two weeks in advance asking for permission
- Copy into the email to the Attendance officer: Marine.Tavitian@englishschool.ac.cy



- Once approved, the student will be marked as a justified or authorised absence by the school Attendance Officer. See Appendix 1 for justified/authorised absence categories and codes
- Note that it is the student's responsibility to ensure that he/she speaks to his/her subject teachers to catch up on all work lost.

Year 7 Student away due to interviews or University visits

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

- An Engage Daybook entry informing us that they are going to the University Interview with proof attached or
- An email to Attendance Officer (Marine.Tavitian@englishschool.ac.cy) copying the Form Tutor
- Alternatively, students may provide proof of their interview directly to the Attendance Officer
- If the interview is **online**, then they are excused for 2 days (day of the interview and the day before but if the interview is on a Monday then they are not excused on the previous Friday)
- Where an interview is conducted **in person abroad**, students may be granted up to four days' absence, subject to the provision of appropriate evidence (e.g., interview invitation and airline ticket)
- Students attending **university visits** abroad may be excused for up to four days subject to the submission of appropriate evidence (e.g., flight tickets and an official invitation from the university)
- Students will be marked as an authorised absence.

8. Lateness Policy

Punctuality is crucial. Multiple lateness's convert to absences and trigger Form Tutor intervention.

- **Every 5 instances of lateness to class (T) and Form Tutor period will count as 1 period of absence.**
- In addition, persistent lateness = 1 behaviour point (as of January 2027)

9. 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 meetings, detentions and loss of privilege's such a leadership roles.

9.1 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



- Teachers will receive a notification of late entry.
- Parents receive an automatic SMS and Engage notification for lateness to school, up to 08:30.

Note: Under no circumstances can a teacher accept a student in class after 7:45 am without a 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 Head Teacher
- 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.

9.2 Lateness to Lessons

- Teachers must record attendance in the Engage Portal within the first few minutes.
- Late arrivals must be marked as 'T' with the number of minutes late noted.
- **5x late arrivals to class/FT period = 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.

10. 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.

10.1 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).
- Note that students **MUST** pass by the Main Office and sign out even though parents have informed the School. They cannot leave school without following the sign out procedure otherwise they will be marked as truant.
- Parents will be contacted to confirm collection time.



10.2 Feeling Unwell at School

- Students must visit the nurse for assessment.
- Only the nurse can authorise medical sign-out.
- Any student collected by a parent due to illness without prior referral to or approval from the school nurse will be marked as truant.

10.3 Afternoon Games

- Afternoon Games are **mandatory** for Lower School students
- 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. Students should **ONLY** visit the nurse during lessons in emergencies.
- Parental/medical notes must be submitted during breaks, otherwise these will not be accepted.
- 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 doctor or parents. These must be submitted to the school nurse at least one day in advance. 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.
- Students participating in non-physical activities must report to the Sports Centre by 2:10 PM.
- Unauthorised sign-outs are considered truancy = **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

Appendix I: Attendance Category Codes

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**
 - No reason was provided.
 - **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**.

- **JA: Justified Absence**
 - Reason provided (e.g., family trips).
- **NS Nurse Sick Leave**
 - 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 below.



Codes Used by Teachers

Code	Description
/	Present
N	Unjustified Absence
T	Late to Class

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 leave, etc).	Absent
L5	5x Late to Class/FT = 1 Period Absence	Lateness adjusted as absence for one period.	Absent

Type B: Not Reflected as Absent (Authorised Absences)

Code	Description	Details	Reflected as Absence/Presence
EX	External/School Exams	School Exams organised by the school External Exams: Provide Exam Registration Form e.g., SAT, ABRSM, resits in October and January (Only for the day before and the day of the exam) If the exam is on a Monday, then Friday does not count as the day before the exam	Present
UN	University Interviews/Visits	Interviews: Include travel days if abroad. Provide University Note Visits: Up to 4 days excused – provide proof, tickets to the university and confirmation of meetings Online Interview: students are excused the day before and day of interviews (if the interview is on a Monday, then Friday does not count as the day before and is not excused) In Person Interview abroad: Student is excused for 4 days including travel days. Must provide proof (air ticket and invitation from University)	Present
SP	Competitions/Events/Training (National/International/Sporting/Arts/Other)	Provide participation note or proof of participation only if not organised by the school	Present
P	Other authorised absences	All other authorised absences (Driving Test, cancelled afternoon games, sympathy leave, visiting nurse for medical reasons)	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
M	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 Attendance Committee.
NS	Nurse Sign Out	A student was sent home after visiting the nurse/Signed Out from Nurses Office.	Absent

Disciplinary and behavioural

Code	Description	Requirement	Counted as
HS	Out-of-school suspension	School-imposed suspension	Absent
SS	Suspension at School	School-imposed suspension	Present
SH	Suspension at Home	School-imposed suspension	Absent

Other Attendance Codes

Code	Description	Requirement	Counted as
T	Late to Class	Tardiness within the school day.	Present
L	Late to School	Arrival after school start time.	Present
L5	5x Late to Class/FT = 1 Period Absence	Lateness adjusted as absence for one period.	Absent
P	Other authorised absences	All other authorised absences (Driving Test, cancelled afternoon games, sympathy leave, visiting nurse for medical reasons)	Present
LS	Late to School	Arrival after school start time.	Present
AE	Did Not Attend ECA		Absent
AS	Did Not Participate in Support Sessions		Present