

## **ISO ATTENDANCE AND REGISTRATION POLICY – PRIMARY**

ISO aspires to give children the best education possible. Therefore, except in the case of sickness, the expectation is that children should maintain a 100% attendance record and arrive at school punctually.

The School day begins at 8:25am and ends at 3:00pm

Form teachers take the register every morning between 8:30am -8:35am in the classroom. Registers are taken both electronically on the school information management system 'Educare' and as a paper record which is kept in the office for emergency situations.

Attendance figures are calculated each semester and placed on end of semester reports.

### **Early Arrivals and Late Collection**

There will be no supervision before 8.10 am or later than 3.15 pm, unless a teacher or administrator has scheduled an activity or event, which necessitates early arrival or late departure.

### **Permission to Leave School Early Procedure**

1. We request that parents email or telephone the office when early dismissal is necessary. A reason must be given for early dismissal.
2. The Head Teacher, or in their absence the Deputy Head Teacher, has the final approval or disapproval for early dismissal.
3. The parents must have an early dismissal slip signed by the Head Teacher or Deputy Head Teacher to present to the security guard when leaving the campus. Children will not be permitted to leave without this slip.

### **Primary children will not be able to leave the campus unaccompanied by an adult**

Parents are kindly requested to wait in the reception whilst children are being collected from the classroom.

### **Absences**

School attendance is a statutory requirement in Romania until the age of 18. All absences need to be authorised by the school. School authorises medical absences up to 2 days, medical absences longer than 2 days must be authorised with a medical certificate. Parents are required to telephone the office between 8:00 am and 9:00 am on the first day their child is absent giving the reason and expected length of absence. The school may also authorise absences due to personal reasons but formal requests for absence must be requested from the Head teacher. ISO primary school observes the following codes for absences:

P Present      A Absent      E Excused      T Tardy

## Unauthorised absences

If the school is not informed about a child's absence or given a reason for the absence; or the absence has not been authorised by the Head Teacher or Deputy Head the absence will be classed as unauthorised which is marked as Absent on Educare. It is a legal requirement in Romania that pupils attend school and have fewer than 20 days unauthorised absence in an academic year. If pupils fail to meet this statutory requirement it is possible they will fail the year and be required to retake the year. At ISO this action will be taken at the Head Teacher's discretion. **Lateness**

Registration will take place as close to 8.35am as possible. Pupils who are not present when the register is taken will be marked absent. Any pupil who arrives after registration must report to the reception.

## Procedure

- 1) The receptionist will record the name of the child, arrival time and any given reason for their late arrival on a google document; this is shared with the secretary.
- 2) The child will then be given a late arrival slip which should then be handed to the class teacher on arrival to the classroom.
- 3) The receptionist updates the paper registers which are used in the emergency evacuation procedure. **Always report to the reception when late.**
- 4) The teacher updates the electronic register once the late slip has been received.

If pupils arrive late due to a late bus. The Deputy Head is informed. The receptionist will update the paper registers. The teachers mark the children as Present in this incidence.