



ATTENDANCE, PUNCTUALITY AND REGISTRATION POLICY

Owner	Deputy Headteacher
Reviewers	SLT
Approved by	Executive Director
Date approved	August 2025
Next Review Due	August 2026

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. Furthermore, as a BSO school we regard attendance and punctuality as an essential part of a child's education because:

- it helps children to understand the importance of commitment
- research shows that it reduces anti-social behaviour
- it can have a grave impact on their education.

The School day begins at 8:15 (Primary & Secondary) /8:30 (EY) and ends at 15:10/15:00.

Class teachers take the register every morning between 8:15-8:30 (Primary and Secondary) 8:30am-8:40am (EY) in the classroom. Registers are taken electronically on the school information management in the morning and also at the beginning of each lesson on 'MyEducare' and as a paper record as necessary.

From this, attendance figures are calculated and placed on the end of term reports.

Safeguarding

Attendance registers are also a key safeguarding measure. The school must be aware of every child's whereabouts each day. If a pupil is absent and the school has not received contact from the parent or guardian by 9:00am, the school office (secretary) will make contact with the family to confirm the child's safety and establish the reason for absence. Any concerns about a child's safety or welfare arising from attendance or punctuality will be referred immediately to the Designated Safeguarding Lead.

Early Arrivals and Late Collection

There will be no supervision before 8:00 or later than 15:00 for EY and 15:10 for Primary & Secondary, unless a teacher or administrator has scheduled an activity or event, which necessitates early arrival or late departure.

Parents are kindly requested to wait in the Parent Waiting area whilst children are being collected from the classroom.

Absences

School attendance is a statutory requirement in Romania until the 10th grade or 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 or email the school office before 9:00am 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 class teacher and the Deputy Headteacher/ Head of EY/ Romanian Line Director 14 days in advance through a written request, exceptions can be made in the event of an emergency or bereavement. The total number of such absences (medical absences up to 2 days and personal reasons) should not exceed 10 days/school year.

ISO uses the following codes for attendance, absence and punctuality:

P Present A Absent E Excused L Late

Unauthorised absences

It is a legal requirement in Romania that pupils attend school and have fewer than 10 days of unauthorised absence in an academic year. If pupils fail to meet this statutory requirement it is possible that they will not meet the expected level for the year group. In rare circumstances, the Director and Deputy Headteacher may request that the year be repeated or the school contract might not be renewed for the upcoming school year.

If the school is not informed about a child's absence or given a valid reason for the absence; or the absence has not been authorised by the class teacher and the relevant member of SLT the absence will be classed as unauthorised which is marked as Absent on MyEducare.

All absences (marked as absent or excused) are further defined in the following way, according to the reason given by the parent.

- **90%** attendance/punctuality is a **cause for concern** and progress is being impacted.
- **85%** attendance/punctuality is a **great cause for concern** and progress will be detrimentally impacted.

Positive Encouragement

ISO values excellent attendance and punctuality, and we celebrate pupils who demonstrate commitment in this area. Recognition may include certificates, praise in assemblies, or special mentions in newsletters and reports. By rewarding and celebrating good attendance, we aim to motivate pupils and reinforce the message that strong attendance and punctuality contribute directly to success in school and life.



Early departure authorization form

I, _____, (Name of Parent / Nume părinte)

parent/guardian of _____, (Numele elevului)

I understand that my child's attendance and progress can be impacted by absence from school and that registration is monitored twice daily.

I request that my child is collected early from school on _____,
(Date/ Dată)

at _____,
(Hour/ Ora)

for _____
(Reason/ Motivul)

Signature of Parent: _____

Date of Authorization: _____

Authorized by: _____



ABSENCE AUTHORISATION FORM

AUTHORISED by
The Class Teacher

APPROVED by
The SLT MEMBER

Dear class teacher,

I _____ as the parent/legal guardian of the student _____, from class _____ from International School of Oradea, school year 2025-2026, in accordance with the provisions of the ROFUIP in force*, please approve the motivation of the absence from the courses / school activities, of my son / daughter, made during the period _____ .

Reason for this request:

Date:

Signature:

**At the present time, the student has, motivated by the parents, a number of _____ absences.

AVIZAT

APROBAT

Învățător,

Director,

Stimată doamnă învățătoare,

Subsemnatul/a _____, în calitate de părinte/tutore legal al elevului _____, din clasa _____ de la Școala Primară ISO, Oradea, an școlar _____, în conformitate cu prevederile ROFUIP în vigoare, depun prezenta solicitare pentru motivarea absențelor de la cursuri/activitățile școlare, ale fiului/fiicei meu/mele, din perioada _____.

Motivul prezentei solicitări: _____

Data:

Semnătura:

*La data prezentei, elevul are, motivate de către părinți, un număr de _____ absențe.



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