



P. O. Box 1015, Morogoro – Tanzania. Tel: +255 23 260 4864 Fax: +255 23 260 0538
Mobile Celtel: 0787 79 4864 Mobile Vodacom: 0767 79 4864
Website: www.morogorointernationalschool.com E-mail: morogorointernationalschool@gmail.com

Morogoro International School Attendance Policy

1. INTRODUCTION

Morogoro International School seeks to ensure that all of its students receive a full education, which maximises the opportunities for inclusion and achievement at school so that each student is able to realise his/her full potential.

Students, parents and carers, teachers, support staff, school management and board members all have a role in maintaining a high standard of attendance and punctuality.

EVERY LESSON COUNTS! EVEN CASUAL ABSENCE CAN AFFECT A STUDENT'S ATTAINMENT.

Aims of the Policy

- To improve the overall attendance of students at the School.
- To develop a framework which defines agreed roles and responsibilities for all people involved in maintaining student attendance and punctuality.
- To implement a system of sanctions and rewards.
- To develop a systematic approach to gathering, analysing and responding to attendance data.

2. RECORDING ATTENDANCE DATA

Registers

- The registers are completed by 8.00am and are returned to the office within 10 minutes
- A mark is used to indicate present ‘/’ and red circles ‘O’ are used to indicate absence. ‘L’ is entered to mark lateness. A student is late if they arrive after 7.40am. A student will be marked absent if they are not present by 8.00am.
- If a staff member other than the class teacher receives information about attendance or lateness, they are to inform the administration office staff.

3. ABSENCE

Authorised Absence

An authorised absence is when a student is away for a reason acceptable to the School. The School (not the parent/carer) determines whether an absence is authorised after receipt of a verbal or written explanation from the parent/carer. Explanations from students or siblings are not sufficient. This explanation must be given to the school office on the first day of absence.

Should this not be possible, then a note should accompany the student on their return giving a clear reason for the absence including dates.

Unauthorised Absence

The School will follow up on all unauthorised absences, communicating parental responsibility for providing explanations:

- First day telephone calls
- Unauthorised absence letter.

Parents/carers are strongly discouraged from taking their children away during term time.

- If for any reason a student is sick, then the parent must phone into the school office in order to let the school know.
- Special leave of absence can be authorised at the Headmaster's discretion. Longer periods of absence may only be authorised in very exceptional circumstances.
- Any leave of absence for medical appointment or religious observance will go to the school office. Permission must be sought in advance.
- If a parent/carer feels it is absolutely unavoidable to take their student out of school for leave of absence, they must write a letter in advance requesting permission to be absent, for consideration by the Headmaster.
- Any special leave of absence which includes a request for a student to be out of school for over 4 days can only be authorised by the Headmaster.
- Each case will be considered individually based on the nature of the event, history of term time absences, the student's current attendance, age, achievement, and the time of year with respect to the curriculum. Parents/carers will be informed in writing of the decision on their request.
- Any time taken without the School's authorisation, or any additional time taken over and above the amount authorised will be recorded as unauthorised absence.
- If a student does not return on the agreed date, the School will make every effort to contact the family by telephone or in writing.

4. PUNCTUALITY

- School starts at 7.40 am. It is expected that all students arrive in good time (7.30am).
- If students arrive after 8:00 am they are to go to the main office and sign in. The school has a late book which enables us to monitor lateness.
- If your student has not arrived by 8.30 am, the school secretary will contact you by telephone. In addition to monitoring absence, this is also a safety check in case your student is old enough to come to school by him/herself and has not arrived.
- A late letter will automatically be sent to parents/carers if there is regular lateness.
- All unauthorised lates (those after 8.30am) are treated as absences.
- PRIMARY – A record of student lates should be kept by the class teacher for all sessions. Following three lates the student should be given a time out. In addition to this, should a student be late to school on 3 occasions then a letter will be sent home by the school office.
- SECONDARY - On each occasion that a student is late they should receive a strike and enter the normal punishment policy. In addition to this, should a student be late to school on 3 occasions then a letter will be sent home by the school office.

5. MONITORING ATTENDANCE AND RESPONDING TO PATTERNS OF ABSENCE

School staff will respond when a pattern of low attendance emerges.

- The School is responsible for initial interventions. When a pattern of poor attendance emerges, a discussion is needed between the class teacher and school management to determine a course of action.
- If a class teacher / the secretary makes initial contact with a parent/carer and there is no improvement, the headmaster must be informed and will arrange to contact a parent/carer.
- Although all cases are considered individually, they will generally become involved when a student's attendance falls below 80% in one term.
- A series of standard letters are available to be sent to parents/carers. These will be sent out by the school secretary.

6. SUPPORTING THE REINTEGRATION OF STUDENTS AFTER EXTENDED ABSENCES

All students who return to the School after an extended period of absence need to be supported. Each case will be considered individually and a plan will be drawn up to best support the student's academic and social reintegration into the School.

7. ENCOURAGING GOOD ATTENDANCE AND PUNCTUALITY

Whole School activities will raise the profile of attendance and punctuality through:

- Newsletter;
- Celebratory assembly;
- Attendance and punctuality cup;
- Certificates for 100% attendance;

8. COMMUNICATING WITH PARENTS/CARERS

It is essential the parents/carers of all students understand the School's attendance policy and their role in ensuring their children have good attendance.

- Parents/carers are responsible for ensuring their children arrive at school on time each day.
- Parents/carers must contact the School in person or on the telephone to provide an explanation on the first day their child is absent.
- A leaflet will be sent to all parents/carers giving a brief outline of the School's attendance policy, the School's expectations of them and the general importance of good attendance. This leaflet will be given to all new parents/carers in the future.

Signed: _____
(Headmaster)

Date: _____

Signed: _____
(Chair of Governors)

Date: _____

ATTENDANCE AND LATENESS POLICY CONTRACT

POOR ATTENDANCE LEADS TO POOR ATTAINMENT

The staff and directors of Morogoro International School believe that regular attendance at school is essential if students are to receive the education to which they are entitled and which they deserve. Students who are regularly away from school, or who are persistently late, will not achieve the progress that they should.

1) AIMS OF CONTRACT

At Morogoro International School we aim to:

- 1.1 Ensure that every student achieves attendance of at least 95%.
- 1.2 Ensure that every student arrives at school on time (7.40 am) every day with immediate effect.
- 1.3 To reduce the number of families taking special leave of absence in term time.

2) OBJECTIVES OF THE POLICY CONTRACT

To fulfill the above aims, the school will:

- 2.1 Require that every parent/carer telephone the School before 8:30am if their student is absent through illness.
- 2.1 Monitor registers daily to check for students who are absent, and whose parents/carers have not telephoned the School. The School will telephone such parents/carers to remind them that they should telephone the School if their student is absent and to find out why the student is absent. If a further absence occurs without telephone notification, parents/carers receive a further letter.
- 2.2 Monitor registers daily to check for students who are late, and whose parents/carers have not telephoned the School to tell us why. Such parents/carers will receive a letter with a reply slip to inform them of the necessity of arriving at school on time. If a further lateness occurs without telephone notification, parents/carers receive a further letter with a reply and a warning.
- 2.3 Close registers at 8.30am each day, after which a student is counted as absent for the remainder of the day. Students who are not lined up / in school when the bell goes will be marked late for the day. Students who continually arrive late seriously disrupt continuity and progress within the class.
- 2.4 Authorise absences only if a student is ill. In some cases, at the Headmasters decision, a medical certificate will be required to explain absence. Any other absence will only be authorised if the Headmaster's permission is given in advance. If one student in a family is ill, other students in the family must not be kept at home.
- 2.5 Provide time for parents/carers to discuss attendance or lateness issues with the headmaster or class teacher when parents/carers require this.
- 2.6 Will not authorise special leave of absence for any student or family except in exceptional circumstances. Permission for all special leave of absence must be sought from the headmaster prior to absence
- 2.7 Monitor the return of reply slips from parents/carers regarding attendance or lateness.

3) Parents/carers whose children are at Morogoro International School agree to:

- 3.1 Keep a student at home only if the student is genuinely ill.
- 3.2 Telephone the School on the first day of a student's absence to explain why the student will not be present by 8.30am.

- 3.3 Ensure that their children arrive at school on time by being in the welcome banda or tutor room by 7.40am.
- 3.4 Ensure that their children are collected from school on time.
- 3.5 When one student in a family is ill and must be kept at home, send, bring or make arrangements for others to bring to school other students in the family who are well.
- 3.6 Send reply slips from School letters about attendance and lateness back to the School promptly.
- 3.7 Make and keep appointments with the Headmaster or class teacher to discuss attendance or lateness issues.
- 3.8 To avoid taking their children on special leave of absence during term time or to do so only with the express permission of the Headmaster.
- 3.9 Ensure their child is at school if the parent/carer is ill. Arrangements for collection will need to be made if no other family member is available.

4) Students at St Morogoro International School agree to:

- 4.1 Get up, wash, brush teeth, dress, have breakfast and be ready to go to school when their parents/carers ask.
- 4.2 Come to school every day when they are not ill.
- 4.3 Arrive at school on time.

Definitions of terms:

Authorised Absence: an absence that has be agreed by the Headmaster or teachers of the School and has been supported by a medical certificate or acceptable note from a parent/carer explaining the reason for the absence. (Note: not all notes from parents/carers will be accepted and further proof of the reason for absence may be required).

Unauthorised absence: an absence where an acceptable reason or proof for absence has not been given or the reason given has not been accepted by the management of the School or a student has had a holiday during term time.

I have received and read the school attendance and lateness policy and talked about it with my child. (Please return slip to the class teacher).

Signature of parent/carer

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Parents/carers name in block capitals

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Signature of student

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Student's name in block capitals

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