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## Attendance Policy

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## PURPOSE

The attendance policy aims to promote timeliness, professional ethics, and discipline among students at all academic levels at BPS. Attending school regularly is essential for a successful learning experience. The presence of learners is recorded daily using the school's attendance program at the beginning of each class of the school day. All absences will be followed by the School Counselor.

## SCOPE

The Attendance Guideline Policies apply to learners' school-wide, and the information is relayed to parents and teachers alike. The policy aims to reinforce school expectations and timeliness across the school. Learners are expected to follow the school policies that are aligned with BPS missions and values.

## REVIEW PROCESS

The Attendance Guideline policy is reviewed annually by the Learning Leadership Team which consists of the Director, Principal and Counselors to ensure that it remains effective, relevant, and appropriate for each case and aligned with the adopted attendance standards.

## AVAILABILITY

The most up-to-date version of this policy is accessible to all stakeholders on the school website. Additionally, teachers can find this policy in the Team Teachers' Group.

## COMPLIANCE AND RESPONSIBILITY

- ✓ All learners are expected to comply with the behavioral policy. The attendance expectations are as follows:
- ✓ Learner attendance should be around 95% for the year, with outstanding attendance above 96%. Anything below 94% is weak, under 90% is poor, and if attendance dips below 85% we will have serious concerns. Below 85% is regarded as persistent absences, and the school will decide on an action plan for that learner.
- ✓ Beacon aims for every learner to achieve attendance levels of at least 95%. We monitor attendance and provide termly reports on each learner's attendance.
- ✓ Unbroken attendance at school is important for learning. However, there will be times when absence is acceptable and unavoidable.
- ✓ Each absence is classed as excused or unexcused. Absences are coded as excused where reasons are considered valid and unexcused where no explanation or unacceptable reasons are given.



- ✓ Parents are responsible for encouraging their child to follow behavioral expectations and to support them with their personal development.
- ✓ By adhering to this policy, teachers, learners, and parents can work collaboratively to ensure that attendance guidelines are followed effectively and appropriately.

## DEFINITIONS

- **Absence:** Not being present in school
- **Excused Absence:** Not being present in school with a valid reason such as a medical certification.
- **Unexcused absence:** Not being present in school without a valid reason.
- **Attendance:** When a learner is present at school during the school timings and for each class.
- **Tardy:** When a learner is late to school.
- **Suspension:** temporary removal of a learner from the school
- **Expulsion:** the act of requiring a learner to officially leave the school

## POLICY STATEMENT

Attendance Guidelines enable learners to be more responsible and mindful of attending school regularly. The counselors at BPS aim to support the learners and encourage them to be at school in a timely fashion as a life skill for the future.

## RESPONSIBILITIES

**Learner:** A learner who misses school for any reason will only have the work shared with them upon their return to school so that they may catch up.

Learners are expected to reach out to each teacher upon their return to inquire and request all work missed. Work missed while absent, excused, or unexcused, is the learner's responsibility to make up in full within a timeline and expectation that each teacher sets. Missing work from absences that is not completed results in a learner not having adequate coursework to assess, thus can be reflected in their progress report and/or end of term reports.

**Teachers:** teachers ensure that learners are here on time regularly. They begin by taking attendance during Beacon Circle Time (BCT) and this follows by each teacher taking attendance per class daily. Teachers encourage learners to come to school on time and to ensure they transition to their next classes on time.

**Counselors:** the counselor is responsible for following up with excused/unexcused absences and tardies. The counselor calls the parents or emails them to check in on the learner and to monitor the duration of absence and frequency of tardies. The counselor keeps track of this on the system to ensure that it does not become a violation. Should it become a violation, appropriate consequences will follow. Please see behavior policy.



**Principal:** The principal and counselor collaborate to relay information regarding long term absences and/or regular tardies. The relevant stakeholders discuss the next steps.

**Head of School:** The Head of School is responsible for assessing the cases where long term absences need to be reported to the relevant party for further investigation.

## PROCEDURES FOR EXCUSED ABSENSE

- A learner missing a maximum of **10 excused school days per semester** is required to make-up all schoolwork covered during his/her absence. Teachers discuss with the learner the importance of attending school on a regular basis and inform parents of attendance policies.
- A learner missing **15 excused school days per semester** receives an incomplete grade report. He/she is required to complete all the schoolwork missed and additional assessment will be required in all subject areas to assess current progress during the week following the end of the trimester in which extensive absences have taken place.
- A learner missing **more than a total of 30 excused school days per school year** cannot receive credit for the year. He/she may be allowed, conditions permitting, to repeat the grade at the discretion of the school.
- The counselor will send out attendance letters at the end of every month should the learner's attendance be of concern. Please see appendix 1 for attendance letter.

## EXCUSED ABSENSE PARENT EXPECTATIONS

- **First Day of Absence:** If your child is unable to attend school, parents are requested to call the school on the first day of absence before 8:00 am. Alternatively, you can email [admin@beacon.edu.bh](mailto:admin@beacon.edu.bh). Parents must provide reason and duration of intended absence.
- **Absences of 2 consecutive days** are recommended to have a doctor release.
- **Absences incurring 3 or more days** must have a medical release from a doctor. Other absences will be considered unexcused.
- Parents must provide the expected day of return.
- Where the learner is absent through illness or medical appointments this will normally be counted as excused. Where we have concerns over excessive absence patterns through illness, we will need to discuss this with parents to gain a better understanding of the problems and to offer support.
- When learners need to attend medical appointments during the school day, it is important that parents collect the learner from the office. Please accompany the learner back to the office upon returning from the appointment.
- There are some occasions, for example: bereavements, family circumstances, etc. where it may be inappropriate for children to attend school; we will be sympathetic to such needs. Please contact the school with a brief update and an expected return date.

## PROCEDURES FOR UNEXCUSED ABSENCE

BPS takes learner attendance seriously. Frequent unexcused absences severely hinder learning progress. If a learner incurs frequent unexcused absences, the learner, the parents, and the administration will address the situation on a case-by-case basis. Beacon Private School reserves the right to retain learners who are deemed to not meet the academic or attendance standards of a grade level. Beacon Private School reserves

the right to differentiate between an excused/unexcused absence. Please refer to Behavioral Policy for consequences and violations.

**The following reasons are examples of not excused reasons for learner absences.**

- Shopping visits
- Personal vacations and holidays during study terms
- Care for family members and parental illness (depending on circumstances)
- Days out to theme parks or to attend concerts/shows
- Parents’ work commitments or business trips

**TARDINESS**

- We urge all parents to ensure that learners arrive earlier than the start of the school day so that they are present for the Beacon Circle Time sessions.
- Meeting and exchanging news with friends before school is important for the children’s social development. Lateness causes problems with missed instructions. Where a genuine reason for lateness exists, this will be an excused absence, but where explanations are inadequate, or the lateness is after 7:30 a.m. then an absence (late) will be recorded as an absence.
- Frequent learner tardiness takes away valuable instructional time for both the learner and their classmates. Learners are expected to be in class with all supplies, at the start of class, every class.
- Frequent tardiness can result in infractions as per the Behavior policy.

**APPENDICIES**

Appendix 1	<a href="#">Attendance Letter</a>
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