



PRIMARY ATTENDANCE AND REGISTRATION POLICY

Reviewed: August 2024

PRIMARY ATTENDANCE AND REGISTRATION POLICY

The International School of Bucharest aspires to give children the best education possible. All school staff will work with pupils and their families to ensure each pupil attends school regularly and punctually. Therefore, except in the case of sickness, the expectation is that children should maintain a 100% attendance record. The school will establish an effective system of incentives and rewards which acknowledges the efforts of pupils to improve their attendance and timekeeping and will challenge the behaviour of those pupils and parents who give low priority to attendance and punctuality.

The School day begins at 8:25am and ends at 3:00pm (Wednesdays at 3:30 pm). Class teachers take the register every morning between 8:30am - 8:40 am in the classroom. Registers are taken both electronically on the school information management system 'myEducare' 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

Children should not be on the school premises before 8.10am. There will be no supervision before 8.10am. Children should be collected no later than 3.15 pm (Wednesdays after 3:45 pm), unless the student has a club or 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 (2 hours before the pick up time). A reason must be given for early dismissal.
2. The Head of Primary, or in their absence the Deputy Head or members of SLT, has the final approval or disapproval for early dismissal.
3. The parents of Primary school students must have an early dismissal slip signed by the Head, Deputy Head or SLT member to present to the security guard when leaving the campus. Children will not be permitted to leave without this slip and will always reach the gate accompanied by a teacher/TA/receptionist.

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

Parents are kindly requested to wait at the main gate (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, including sporting events, but formal requests for absence must be requested from the Head of Primary. If the class/form teachers do not know the reason for unauthorised absence, this will be marked in 'Red'.

ISB 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 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 of 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 ISB this action will be taken at the SLT's discretion.

If the school is not informed about a child's absence or given a reason for a longer absence, the primary office will phone the given contact numbers to establish the reason for absence. If contact can not be made, an email to request the reason for absence will be sent.

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 as '**absent**'. Any pupil who arrives after registration closes at 8.40 am 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.

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Approved by SLT