

Attendance Policy

Aims and Purpose

Regular school attendance is essential if students are to achieve their full potential. GPS Brookes Kochi believes that regular school attendance is the key to enabling students to maximise the educational opportunities available. At GPS Brookes Kochi we aim to inspire students to be lifelong learners, as competent, adaptable global citizens who will enrich and improve the world.

Principles

At GPS Brookes Kochi, attendance is recorded daily within the Grade Advisory class. This records whether the student was:

- Present
- Absent
- Attending an approved educational activity outside school (approved by the Principal)
- Unable to attend through exceptional circumstances (such as unavoidable closure of
- School site or part of it; unavailability of transport provided by school, where the home is not within walking distance)
- Taking authorised absence (such as: unable to attend by reason of sickness or
- Unavoidable cause; observing a day exclusively set apart for religious observance by the religious body to which the parent belongs; granted leave to be absent by the Principal)

Parental Responsibilities

- Instill the value of education and regular school attendance within the home environment.
- Ensure that the student arrives punctually and is prepared for learning.
- Provide GPS Brookes with clear reasons for any absence to ensure the absence is properly and accurately recorded.
- Contact the school on the first day of the student's absence as early as possible and preferably before the start of the school day to let the administrators know the reason and the expected date of return.
- Try to avoid unnecessary absences. Wherever possible make appointments for the doctors, dentists etc. outside of school hours.
- Avoid taking the student out of school during term-time, where this is unavoidable, and only in exceptional circumstances send a written leave request to the Principal in good time.
- Inform the school of any change in circumstances that may impact on their child's attendance.

GPS Brookes Kochi Responsibilities

GPS Brookes Kochi believes that improved school attendance can only be achieved if it is viewed as a shared responsibility of the school faculty, parents, students and the wider school community.

The school will:

- Promote good attendance to reduce absence, including persistent absence (deemed as attendance below 90%)
- Work to ensure every student has good attendance so she/he can access the education she/he is entitled to
- Act early to identify and address patterns of absence
- Encourage parents to ensure their child attends all learning opportunities regularly and
- punctually
- Keep accurate and efficient records of attendance at school

Late Arrival

Where a student arrives late it is essential that they sign in at GPS Brookes Kochi Reception desk.

Leaving School Early During the Day

Students are not allowed to leave the site during the school day, unless accompanied by a member of staff or their known parent (The parent must indicate who will pick up the student if they are being collected); or to attend a school visit, an off-site scheduled lesson, or a sporting fixture.

If a student leaves school during the day for illness or a parent is required to collect them for a medical appointment, they are required to sign out at the GPS Brookes reception. Where there are known medical appointments, parents must notify the school in advance.

NB: If Diploma students have a free study period during the day then they should not leave the campus.

Request for Absence

Requests to GPS Brookes Kochi to grant permission for leave of absence of two days or more during term time must be made in writing in advance directly to the Principal. The Principal is only able to authorise leave of absence where exceptional circumstances relate to the application.

Illness

Parents should contact the school office when a child is going to be absent for ill health reasons in order that records can be updated. If necessary, GPS Brookes may ask for medical evidence of any illness. We expect any absence for illness to be evidenced by a note from the parent as soon as possible.

Absence is unauthorised if a student is away from school without the permission of the Principal in advance or if a satisfactory reason for the absence has not been provided.

Persistent Absence



Persistent absentees are those students with attendance below 90%. The school will contact the parent if a student's attendance approaches that threshold.

Supporting Attendance

GPS Brookes Kochi recognises that some students are more likely to require additional support to attain good attendance: This section should be read in conjunction with the GPS Brookes Kochi Inclusive Education Policy.

The school will implement a range of strategies to support improved attendance.

- Discussion with parents and students
- Advisory time discussions
- Referral to the the GPS Brookes Kochi Students Support Team