



**Kampala Community
International School**

Attendance and Punctuality Policy

Review of Policy

This policy will be reviewed every two years.
Last Review: September 2025

Policy Owner: Director of Education

Signed off by Director: *D. Isharaza*

Date:

Rationale

KCIS is committed to providing excellence for students of all abilities. High attendance and good punctuality is essential for students to work to their potential, be successful and benefit from the opportunities available to them at the school. For our children to gain the greatest benefit from their education it is vital that they attend regularly. Achieving high attendance and punctuality is a necessity in preparing students for life.

This policy reflects the vision and aims of KCIS by:

- Encouraging staff, parents and children to maximise the learning experience in order that all children reach their full potential.
- Providing clear procedures for involving parents relating to school attendance.

Principles

Regular and punctual attendance is of paramount importance in ensuring that all children have full access to the curriculum. Valuable learning time is lost when children are absent or late. Students should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable.

It is very important that parents and carers recognise the responsibility and obligation to make sure that students attend regularly.

This policy sets out how the school, its partners and parents/carers can work together to achieve this.

The Importance of Regular Attendance

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any student's absence disrupts teaching routines so may affect the learning of others in the same class. Poor attendance not only undermines a child's education and future life chances, it sometimes puts children at risk, encouraging anti-social behaviour.

Promoting Regular Attendance

Helping to create a habit of regular attendance is everybody's responsibility - parents, students and all members of school staff.

To maintain a focus on this the school will:

- Report to parents each term on how their child is performing at school. This will include information about the child's punctuality and attendance.
- Monitor patterns of attendance and punctuality such as joint sibling absences, Monday and Friday absences and absences at the end of school holidays.
- Identify the persistently absent children who have less than 90% attendance and work with parents to improve this.

Absence Procedures

If a student is absent parents should:

- Contact the school office by 8am ideally on the first day of absence;
- Parent/carers are requested to try to make any medical appointments out of school hours. Where this is not possible, please let the school office know in advance about the expected absence.

If a student is absent the school will:

- Telephone parents/carers by 8.30am on the first day of absence if a message (that explains the absence) has not been received;
- If the child is sick, telephone parents/carers on the second day of absence to check on the child's progress;
- Invite parents in to discuss the situation with the class teacher and/or Head of School, if absences persist.

Telephone Numbers

- There are times when the school will need to contact parents on a range of issues, including absence, so it is essential that the school has up to date contact numbers at all times.

Lateness

Poor punctuality is not acceptable. If a student misses the start of the day, it can effect the rest of their day. Morning exercise is designed to set up students to have a great day. Very late arrival, means students do not spend time with their class teacher getting vital information and news for the day. Late arriving students also disrupt lessons.

How we manage lateness:

- Gates are open from 7.40am. Students are expected to arrive between 7.40am and 7.55am.
- Registers are completed at 8am. Immediately after registers are completed they are submitted to the school office.
- Any student arriving after 8am, should report to the school office where the receptionist will mark them present but tardy on the register. Students will be given a T pass to give to their class teacher to confirm for safeguarding reasons that the child is in school.

If a student has a persistent late record, parents/carers may be asked to meet with the Head of School to resolve the issue.

Reluctance to Attend School

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school.

Any problems with regular attendance are best sorted out between the school, the parents and the child. If a child is reluctant to attend, parents/carers should not condone their absence or to give in to pressure to excuse them from attending, as this gives the child the impression that attendance does not matter.

Planned Absence During Term Time

- Holidays should be avoided during term time.
- Students have a total of 16 weeks holiday a year so parents should only request that they be able to take their child out of school under exceptional circumstances. Parents should write to the Head of School in advance (preferably at least 2 weeks) explaining the absence and confirming the dates of absence. Taking holidays in term time will affect a student's education and is discouraged.
- Teachers will not prepare work for students who are on holiday.

Persistent Absenteeism

A student becomes a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason. Absence at this level will do considerable damage to any child's educational prospects. The school expects parents' fullest support and co-operation to tackle this. All absence is monitored and reported in End of Term Reports. If a child's attendance falls below 95%, a letter is sent out to parents to inform them of the fact and request that their attendance rate is improved. Persistent Absenteeism could affect a child's progress into the following year group.