ATTENDANCE POLICY

Reviewed:	August 2026
Next Review Due:	July 2027
Applies To:	Whole School
Owner:	Head of School
Approved By:	Vice Chair of Board

Mission, Vision and Values

Mission
To inspire our children to reach their full potential by fostering curiosity and an interest in learning, awakening their minds and illuminating their world.

Vision
To create an affordable international secondary school with a high standard of education where children learn through practical and project-based work. To develop our students' moral and intellectual capacity, and to encourage creativity and adaptability.

Aim
An education that is broad, balanced and challenging, with an emphasis on developing strong connections to our host country, Uganda.

Values
Desire for lifelong learning; an ability to adapt; be innovative and reflective thinkers; open minded, and empathetic while achieving high academic success according to individual potential.

7Hills International School

Adventure in learning

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1. Policy Statement

Regular attendance and punctual arrival to school are essential for learning, wellbeing and safeguarding. 7Hills International School (7Hills) is committed to promoting a culture where students attend school consistently, arrive on time and value punctuality as an important life skill.

This policy sets out the expectations, procedures and responsibilities relating to school attendance, punctuality, absence reporting and monitoring. It is intended to support students, parents and staff in working together to ensure that every student engages fully with learning and is appropriately safeguarded during the school day.

Attendance is a shared responsibility between the school and families. The school recognises that genuine illness, emergencies and unavoidable circumstances may occasionally affect attendance. However, persistent or avoidable absence has a significant negative impact on learning, progress, wellbeing and future opportunities. This policy seeks to balance high expectations with reasonable support and understanding.

2. Aims of the Policy

This policy aims to:

- promote excellent attendance and punctuality across the school
- ensure that students are present, safe and engaged in learning
- clarify expectations for parents regarding absence, punctuality and communication
- establish consistent recording and reporting systems
- enable early identification of attendance concerns
- support families where attendance difficulties arise
- meet safeguarding, welfare and accreditation responsibilities

The school believes that good attendance is everyone's responsibility and that open communication between parents and the school is essential.

3. Attendance Recording Categories

Attendance is recorded using the following categories:

Present (07:00–07:45) - The student is on campus, prepared for the day to begin.
Tardy (07:46–08:00) - The student has arrived after the expected time but before formal late registration. Tardy arrivals are recorded and monitored. This category exists to support occasional unavoidable delay rather than habitual late arrival.
Late (08:01 onward) The student has arrived after the formal registration period.

Authorised Absence - Absence approved by the school following parental notification and supporting reasons, such as illness, medical appointments or exceptional circumstances.
Unauthorised Absence - Absence not approved by the school, including unexplained absence, avoidable travel during term time, or failure to provide required information.

Attendance data is recorded on the school information system and may be referenced in reports, internal review processes and academic monitoring.

4. Expectations for Students

Students are expected to:

- attend school every day unless ill or authorised absent
- arrive on campus by 07:45
- report to Reception if arriving after 08:15
- attend all lessons, activities and assessments
- follow procedures when leaving school during the day
- act responsibly regarding attendance commitments

Students should understand that punctuality is a key aspect of professionalism, maturity and respect for learning.

5. Expectations for Parents and Guardians

Parents and guardians are expected to:

- ensure their child attends school daily
- support punctual arrival before 07:45
- notify the school of absence before or on the first day
- provide accurate reasons for absence
- arrange appointments outside school hours where possible
- avoid travel during school term time
- work in partnership with the school where attendance issues arise

Where a child is unable to attend, parents must contact the school as early as possible, using the official communication channels provided by the school office.

6. Reporting Absence

Where a child is unable to attend school, parents must:

- contact the school office before or on the day of absence
- provide the student's full name, year group and reason for absence
- notify the school for each subsequent day of absence unless otherwise agreed

Where absence extends beyond two days, the school may request additional information to support appropriate monitoring and care.

If no contact is received, the school will attempt to reach parents to establish the student's whereabouts. This is a safeguarding measure to ensure that every student is accounted for during the school day.

7. Authorised and Unauthorised Absence

The school recognises the following as examples of **authorised absence**:

- illness or injury
- medical or dental appointments that cannot be scheduled outside school hours
- approved family or welfare circumstances

- compassionate or bereavement leave
- examination or visa processing appointments

Evidence may be requested for verification where appropriate.
The following are normally treated as **unauthorised absence**:

- travel during term time without approval
- family holidays
- social or leisure commitments
- unexplained or unreported absence
- frequent short absences without medical explanation

Requests for authorised leave during term time must be submitted in advance and will be considered on a case-by-case basis by the Head of School.

8. Appointments and Leaving School During the Day

Where a student needs to leave school during the day:

- parents must inform the school in advance
- the student must sign out at Reception
- the student must sign back in upon return (where applicable)

Students will only be released to a parent, guardian or authorised adult when explicit written permission has been provided. This procedure is a safeguarding requirement to ensure students remain accounted for.

All early departures from school require leadership approval and will be recorded on the attendance tracker and this information will be included on the termly report card.

Any student found off campus during school hours without written parental permission or school authorisation will be recorded as unauthorised absence. The school will investigate the circumstances, inform parents and apply appropriate pastoral or disciplinary measures in line with this policy.

9. Monitoring Attendance and Punctuality

The school monitors attendance and punctuality regularly to:

- identify patterns
- support students where circumstances affect attendance
- ensure early intervention where needed

Where concerns arise, the school may:

- contact parents for discussion
- hold a tutor or pastoral support meeting
- develop an attendance support plan
- refer to leadership monitoring

Persistent concerns may be escalated to the Academic Review Panel in line with school procedures.

9.1. Tardy and Late Behaviour Expectations

Frequent or unexplained Tardy and/or Late arrivals may be treated as a more serious attendance concern.

10. Attendance and Learning

There is clear evidence that strong attendance:

- improves learning outcomes
- supports wellbeing and confidence
- strengthens progress and continuity
- promotes positive relationships

Conversely, poor attendance or frequent lateness can result in:

- gaps in learning
- reduced participation
- challenges catching up
- lower attainment over time

The school encourages parents to reinforce the importance of attendance at home and to communicate with the school where difficulties arise.

11. Attendance Thresholds and Support

The school monitors attendance against internal thresholds. Where attendance falls below expected levels, the school may:

- initiate a review meeting
- identify contributing factors
- agree supportive strategies
- monitor progress over time

Support may include:

- pastoral guidance
- wellbeing referral where appropriate
- timetable or workload review
- family communication and planning

Where attendance continues to deteriorate despite support, further action may be taken in line with school procedures.

12. Attendance During Assessments and Examinations

Students are expected to attend all scheduled assessments, examinations and learning activities. Where absence during assessments is unavoidable:

- parents must notify the school immediately
- medical or supporting evidence may be requested
- alternative assessment arrangements are at the school's discretion

Unauthorised absence during assessments may result in loss of marks or missed grading opportunities.

13. Communication With Parents

The school is committed to maintaining open and constructive communication with parents regarding attendance and punctuality. Parents are encouraged to contact the school promptly where:

- absence is likely to be prolonged
- personal or family circumstances affect attendance
- the student is experiencing difficulty that impacts punctuality or engagement

14. Safeguarding and Duty of Care

Accurate attendance recording is a safeguarding requirement. Registers allow the school to:

- account for each student on site
- identify unexplained absence quickly
- respond where a child may be at risk

Failure to report absence may delay safeguarding checks and could place a child at risk.
For this reason:

- every absence must be explained
- unexplained absence is followed up
- attendance records are maintained securely

Where concerns arise regarding wellbeing or safety, the school may refer matters through safeguarding procedures.

15. Data Protection and Confidentiality

Attendance information is stored securely and handled in accordance with school data protection procedures.

Records may be shared with:

- internal school staff for monitoring purposes
- examination authorities where relevant
- accreditation or inspection bodies where required

Attendance information will not be shared externally without lawful or professional justification.

16. Policy Review

This policy will be reviewed annually or sooner if operational needs, regulatory requirements or school context change. Feedback from staff, parents and students may be considered as part of the review process.

17. Distribution and Access

This policy is available to all staff, students and parents via the school website and on the school Google drive. A digital copy can be requested from the school reception.