Attendance and Punctuality Policy and Procedures

Last reviewed on:	October 2026	**Next review due by:**	August 2028
Responsible:	Senior Leadership Team		
Approved by:	M W Clack, Principal		

Introduction

It is the aim of Britannica International School, Budapest to provide the very best education for all our students. The evidence regarding the link between high attendance and examination results is clear. When a student misses school, they have gaps in their learning which can be hard to close, which in turn can impact how well they understand new learning on their return. Therefore, students at Britannica International School Budapest must be present in School, and in lessons, as much as possible.

The aims of this policy are:

- to make the expectations of both students and their parents/carers very clear.
- to enable the Principal, and all staff, to carry out the responsibility of ensuring student attendance and punctuality it excellent for all students.
- to enable early action to address any patterns of poor attendance or punctuality.
- to celebrate students whose attendance and punctuality is excellent.

Attendance

Students are expected to be in school every day of the school calendar, as published the previous academic year. It is parents' responsibility to ensure that students are present at school every day. (Appendix 1 summarises acceptable and unacceptable absences).

The school day starts at 08:20am. Parents must ensure that their child is on school site in time to ensure they get to class at the appropriate start time. After 08:20am your child will be marked as late. These times apply to all year groups. It Is beneficial for consistency that all children are ready for learning at the same time each day.

Where there is a known non-medical planned absence, parents should communicate via email at least two weeks prior to the absence. Unless the reason for absence is on the authorised list, it is highly unlikely that the school will grant an authorised absence.

Due to the clear link between good attendance and positive school results, it is the responsibility of parents/carers to ensure that their child(ren) is/are in school for every calendared day. This includes medical/dental appointments, which should be made after the school day whenever possible.

If a student is feeling unwell in the morning, the parent should decide based on the best interest of their child and their education. Please refer to the summary below to help with a decision on whether to send your child into school or not. If a decision is made that your child is not well enough to attend the school at 08:20am, then we ask the parents to keep the child off school for the entire day. Arriving at school after lessons start

with the reason being, "I was unwell in the morning", is not acceptable and will result in half a day of unauthorised absence.

If your child is sick, the school must be informed before 08:20am via either **ONE** of these channels:

- Primary School: your child's Class Teacher and teaching assistant
- Secondary School: your child's Form Tutor
- Main reception: contact@britannicaschool.hu

If notification has not been received from parents by 08:30am (the time registration is completed), the school will contact a parent with an email and/or a phone call to check on the whereabouts of the student. This is standard safeguarding and child protection protocol.

When to keep your child at home:

Fever - please keep a child at home with a temperature/fever of 37.5C and above, and keep them at home until they are symptom free without medication for a minimum of 24 hours. Contact your doctor if you have any concerns with fever like illnesses.

Gastric concerns, diarrhoea, nausea and vomiting - gastric like illnesses/infections can be passed amongst children very easily. Children should remain home until they are symptom free for a minimum of 24 hours before returning to school. If your child's health status deteriorates or doesn't improve then please consult your doctor promptly, children become dehydrated very quickly.

Infectious illnesses – if your child is suspected or has a confirmed diagnosis of an infectious illness i.e. measles, mumps, chicken pox, meningitis, scarlet fever etc. then please contact the school nurse directly as soon as possible. Nurses are then able to alert the school community, if appropriate.

On returning to school from an absence caused by a contagious disease, a medical certificate must be shared with the school nurse and Head of Primary/Secondary, confirming the student is fit to attend school and no longer deemed a risk to students or staff.

Broken bones and reduced mobility at school - please notify the school nurse directly and forward a copy of the doctor's discharging report which provides diagnosis and care needs. This will then help the nurse to decide if the student is able to return to school or not. Nurses can then provide support and care as appropriate. Identifying children with reduced mobility is important at times of fire drills.

Punctuality

Arriving to school after 08:20am is not acceptable. Educating our students about the important life skill of being punctual is extremely important. When students are late, they may well miss out on important information or learning activities. Lateness to lessons is something we aim to eradicate completely. When a student arrives late to a lesson, it disturbs the teacher's lesson; it can mean that they miss valuable instructions or learning, that then has to be repeated for their benefit- taking time away from the rest of the class. In exceptional circumstances, at the discretion of the school, lateness to school may be accepted (e.g. weather conditions or a school bus issue). However, personal reasons for being late will not be allowed as an acceptable late record.

Parental Expectations

Parents are expected to support the school by ensuring:

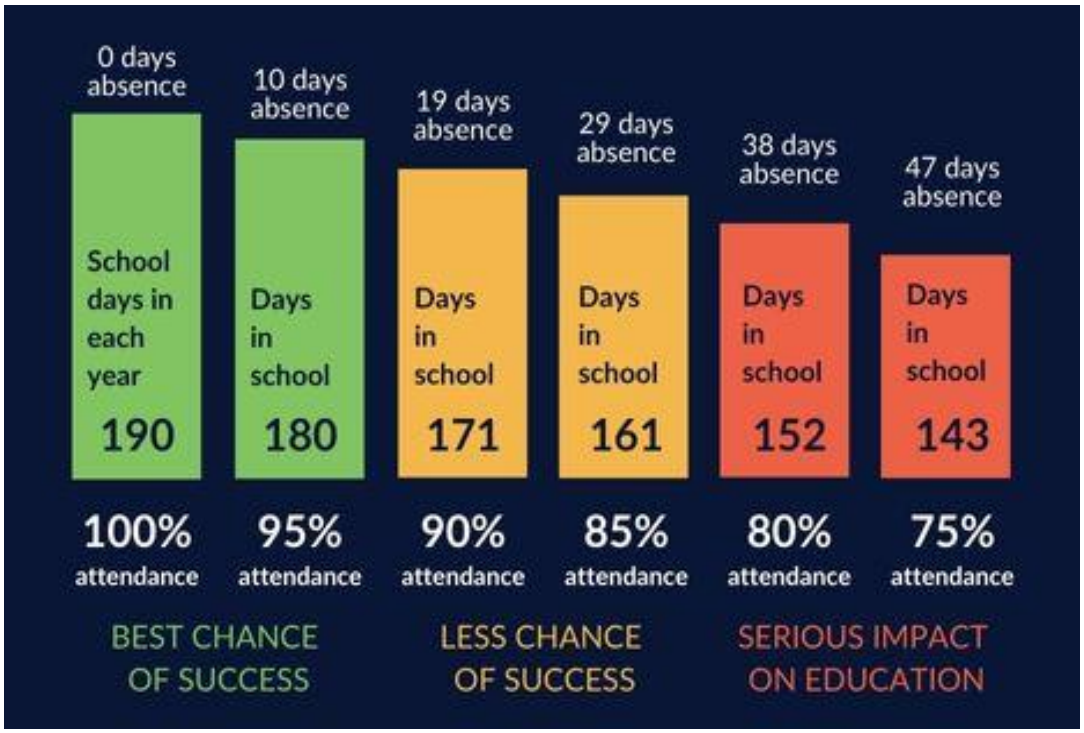
- A good routine is established at home so that your child(ren) is(are) ready to be at school punctually. This means ensuring enough sleep by a regular and appropriate bedtime; ensuring that children are awake with plenty of time to prepare for school in the morning; that they are ready with full equipment for the day in plenty of time to get to school before the start of the school day.
- Their child(ren) is(are) attending school on all days of the school calendar.
- Their child(ren) is(are) punctual to school, arriving before the school's starting time.
- Provide the school with information regarding any known non-medical planned absence in a timely manner.
- Any family vacations or travel arrangements are made during the school's calendared holidays and not during term time.
- That any appointments (including medical or dental) are made outside of school hours whenever possible.

Secondary School Attendance and Punctuality Procedures

A register is taken at 08:20am, the start of the school day, and during every lesson; students must ensure that they attend every timetabled lesson. Failure to attend a lesson, or part of a lesson during the school day will be regarded as truancy.

Attendance is audited on a half-termly basis and Head of Years will monitor attendance patterns. Students whose attendance falls below 90% each term (see table below) will receive a formal letter.

Should a student have five or more non-authorised absences in a term, this will trigger a 'Serious Concern' letter and a meeting with parents and the Head of Year to discuss ways of improving attendance.



Late to Lessons

If a student is deemed late to a lesson (including morning registration) by their teacher, the teacher will record the number of minutes late in the register. If a pattern of poor punctuality is identified, a Punctuality Report will be given to the student. This will be checked daily by the form tutor. This will last for two-weeks. If there is a requirement to place the student onto a Punctuality Report for a second occasion, this is monitored by the Head of Year and will require a meeting with parents.

Celebrating Excellent Attendance and Punctuality

Each term, students with 100% attendance and 100% punctuality records will be invited (along with students based on their academic report) to a celebration event. These events will differ between Year Groups and Key Stages. A formal letter home will be sent at the end of each term to celebrate the student and thank the parents.

Students Leaving School Before the End of the School Day

- Parents must request permission in advance should they wish their child to leave the school early for any reason. Students cannot leave the school premises unless we have had contact with a parent or guardian.
- Secondary students in Years 7-11 must get an "Early Leave Slip", signed by their Tutor, Head of Year or the Head of Secondary.
- Sixth Form students are allowed to leave early and arrive late should they have no timetabled lessons. In the case of Sixth Form absence, students should also email individual class teachers to inform them, in addition to parental communication.

Appendix 1

Authorised Absences

- **Illness.**

Please note that any absence of 3 days or more must be recognised by a doctor's note for it to be deemed authorised

- **Medical or dental appointments.**

Parents are requested to arrange these whenever possible outside of the normal school day.

- **Participating in approved sporting, acting or performance activities.**

For regional, national or international level events.

- **An approved educational visit or trip.**
- **School approved exam-leave for students sitting external examinations.**
- **Religious observance.**

For days recognised by the family's religious faith and limited to one day per festival (e.g. Eid, Diwali, etc.)

- **Exceptional circumstances.**

e.g. Bereavement of a close family member; a family crisis; wedding or funeral of an immediate family member.

Unauthorised Absences

The following are a list of examples of absences which cannot be deemed as 'authorised', irrespective of prior attendance or academic achievement.

- A one-off circumstance, such as a family reunion or special birthday celebration.
- Holidays/Vacations during the school calendared year. This includes the day(s) before and after due to availability of flights.
- Shopping trips
- Moving house
- Non-urgent family travel
- Being tired due to a family engagement or social events from the previous evening/weekend (parents/carers must make plans to ensure school attendance).