

Attendance Policy

Reviewed Sep 2025

At Bucharest-Beirut International School we believe that good attendance and punctuality are vital indicators of an outstanding school. These factors are also key in enabling students to make the most of their learning opportunities and prepare for a successful transition into the world of higher education or employment. Any barriers to punctuality and regular attendance will be identified and addressed as swiftly as possible by introducing and reinforcing the policy below.

We expect that all students will:

- Attend school every day as per the published academic calendar.
- Arrive on time every morning. Learning starts at 8:30 am sharp and registration will start at 8.15.
- Be on time to all subject lessons.
- Promote good attendance and reduce absence, including persistent absence

At BBIS we are committed to support parents to perform their legal duty and ensure their children attend the school regularly, and will promote and support punctuality in attending lessons.

Excellent attendance at school leads to high grades, good records and better references for young people's futures. A poor attendance record to lessons means that students miss key ideas and skills needed to achieve their expected academic progress. BBIS takes attendance very seriously and will not tolerate any absence without good reason. The attendance register is therefore an important tool in the work of the school to drive up standards and student achievements. It helps us identify students who might need extra support to catch up on learning and to take action to tackle poor attendance through the protocols outlined in this policy.

The BBIS attendance target is at least 95% overall. The attendance guidelines over the whole academic year are as follows:

| UNSATISFACTORY | ACCEPTABLE | GOOD | OUTSTANDING |
|-----------------------|-------------------|-----------------|--------------------|
| Less than 89% | 89 – 91 % | 92 – 94% | 95-100% |

The expectation placed on students, however, is that they attend 100% of sessions.

ROLES AND RESPONSIBILITIES

The Head of School

- Ensures this policy is implemented constantly across BBIS
- Monitors the school's level of absenteeism The Senior Leadership Team
- Ensures effective systems and protocols are put in place and implemented to track and manage student attendance

- Engages with staff, parents and school community to raise student attendance

Homeroom Teachers

- Ensure that all students are registered accurately **within the 15 minutes registration period**
- Monitor attendance data of their class well as individual student attendance data
- Keep a record of students who arrive late/leave the school early
- Work with the Wellbeing team to tackle unauthorised and persistent absences
- Promote and reward good attendance with students at all appropriate opportunities
- Communicate any concerns or underlying problems that may account for a student's absence
- Liaise with parents and other relevant staff to address issues acting as barriers to students' attendance
- Support students with absence to engage with their learning once they are back at school

Teaching Staff

- Ensure that all students are registered accurately **within 5 minutes from the start of a lesson**
- Work with the Wellbeing team to tackle unauthorised and persistent absences
- Promote and reward good attendance with students at all appropriate opportunities
- Communicate any concerns or underlying problems that may account for a student's absence
- Liaise with parents and other relevant staff to address issues acting as barriers to students' attendance
- Support students with absence to engage with their learning once they are back at school

Secretaries

- Monitor attendance data at the school and individual student attendance data
- Contact parents of absent children where no contact has been made daily
- Keep a record of students who arrive late/leave the school early

Parents/guardians

- Ensure that their child receives a full-time education and those children registered at BBIS attend school regularly and punctually
- Inform the school of any absences
- Discuss with the Homeroom Teacher about any planned absences well in advance
- Support the school with their child in aiming for 100% attendance each year
- Avoid taking their child out of the school for non-urgent medical or dental appointments
- Only request a leave of absence if it is for an exceptional circumstance

RECORDING ATTENDANCE

An accurate and consistent registration system throughout BBIS Managebac platform to monitor absence and lateness is essential in order to enable absenteeism to be tackled. It is important to ensure that students are aware that registration is taking place and is of utmost significance.

Teachers should only use the registration codes “P” (present), “L” (late), “A” (absent) and “EA” (excused absence) when entering registration data into Managebac. All other registration codes (i.e. the authorizing of absence for specific reasons) should only be entered by the Homeroom Teachers or Secretary Office.

Students should arrive no earlier than 8:15 AM, but are required to be in their first lesson by 8:30 AM each day sharp (Morning Registration). To allow students sufficient time to get from the entrance of the school to their classroom, the entrance is closed at 8:30 AM and students arriving after this time are marked as late by the Secretary Office. If a student is late to Morning Registration, the Homeroom teacher will mark the register for that student as L (late before registration closed). Any student failing to attend Morning Registration must be marked as absent (A).

If a student fails to show Morning Registration but arrives during period 1, the student must sign in with the Homeroom Teacher who will amend the Morning Registration absence to L. If the student arrives after 8:30 AM without an authorised reason, they will be marked as U i.e. 'late after registration closed'. The Attendance Technician will log the reason for lateness, and update the school register accordingly.

In Primary, attendance registers are taken during Morning Registration.

In Secondary, registers are taken with every lesson. All registers must be taken **within 10 minutes** of the start of each period via the school management information system.

In the event a member of staff is unable to take a register via Managebac, they must send an email register, or a paper register to the attendance team.

Absences

A child not attending school without an acceptable cause is considered a safeguarding matter. This is why information about the cause of any absence is always required.

If a child is absent or is planning to be absent from the school, the parent must follow the guidelines above.

If a student has been marked absent, the School will attempt to make parental contact on the day to ascertain the reason for absence/lateness and enter the appropriate code using the guidelines above. The parent will be reminded of the importance of contacting the School Attendance Technician in future.

The school will make all reasonable enquiries to establish contact with parents/guardians and the child, including making enquiries to known friends and wider family in the event of prolonged absences.

Unplanned Absence

Parent/guardians must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 8:30 am or as soon as practically possible by phone or via Managebac.

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness. If the authenticity of the illness is in doubt, the school may ask parents to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

Absences due to illness for 3 consecutive days or more must be followed with a medical note.

If the School is not satisfied with the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

STUDENTS CAUSING A CONCERN

Concerns about a student's attendance and/or punctuality may include:

- 3 days of consecutive absence
- Repeated failure of a parent to phone in when their child is sick
- Repeated failure of a parent to provide proof of medical absences
- Failure of a parent to obtain permission for a leave of absence during term time
- Student's attendance falls below acceptable levels
- Persistent lateness
- Authenticity of absence/lateness notes

In cases where there are concerns, the homeroom staff should use a range of strategies to try to improve attendance and punctuality such as:

- Attendance and punctuality reports with associated rewards/sanctions
- Setting specific attendance and punctuality targets and goals for achieving these targets
- Phone calls or letters home – acknowledging positive or negative performance
- Printouts of attendance certificates to inform parents where there are concerns, as well as routinely checking them
- Meetings with parents to set up fixed period attendance/punctuality target monitoring
- Loss of personal time

- Mentoring support inside the school for student

In particular, attendance causing concern will be managed according to the following table:

| Step number | Action |
|--|--|
| Step 1 (attendance is cause a for concern) | Homeroom teacher calls parents/guardians to let them know that the school will be monitoring the child's attendance for the next two weeks. |
| Step 2 (no significant improvements in two weeks) | Homeroom teacher calls parents/guardians to let them know that the student will be put on attendance report for a period of four weeks. The report will only be passed if the student is present and on time for at least 19 of the 20 days. |
| Step 3 (failed 4-week attendance report) | Homeroom teacher will arrange a meeting with parents/guardians to let them know that the attendance report has not been passed. The parent will also receive a letter from the school explaining the significance of persistent absence. |

| | |
|---|---|
| <p>Step 4</p> <p>(attendance has not improved within 4 weeks)</p> | <p>The programme coordinator (PYP-MYP or DP) will call parents/guardians to let them know that attendance has not improved and that a further letter will be sent out. This letter will contain details of the action which could be taken against them if attendance does not improve; the student goes on a term grade report.</p> |
| <p>Step 5</p> <p>(attendance has not improved within 4 weeks)</p> | <p>The Principal meets with parents/guardians to inform them that attendance has not improved. The parent will be given a formal letter informing them that the details of the case will likely end up impacting their promotion to the next academic year.</p> |
| <p>Step specific to DP Students</p> | <ul style="list-style-type: none"> - In case of a poor level of attendance in DP1, students will not be promoted to DP2. - An unsatisfactory attendance in DP2 will result in being barred from the IB Diploma exam. |

STUDENT DELETION FROM THE REGISTERS

The school can delete compulsory school-age children from the registers in the following circumstances:

- Transfer between schools (where the new school has confirmed attendance of the students)
- Parents/guardians have withdrawn child from school and have given written notice that child will be educated otherwise than at school
- In case of 20 days consecutive unjustified absence
- Permanent exclusion (after the appeal process has been completed)
- A medical condition prevents their attendance and return to school

Reporting to parents/guardians

Parents/guardians can see their child/children's attendance and punctuality records on Managebac, the student and parent portal.

Monitoring, Evaluation and Review

This policy will be reviewed every two years and assess its implementation and effectiveness.

The policy will be promoted and published throughout the school.

