



**British International School  
of Timisoara**

*We Provide the Foundation on Which Our Children Can Flourish*

**School Policies**

**Attendance policy**

Approved by:	Head of School	Date: May 2019
Last reviewed by:	School Leadership Team	Date: June 2020
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## **Attendance policy**

### **General**

The British International School of Timisoara (BIST) is a coeducational private school following a British based curriculum and accepting children aged between 4 and 16. The school will grow gradually, and we will start admitting children also at Key Stage 5 in the academic year 2022 – 2023.

The British International School of Timisoara will offer its students an international experience through a British-based curriculum adhering to the guidelines of the Department for Education in England, Council of British International School and assessed by Cambridge Assessment International Education. Our qualified, internationally experienced and dynamic educators will teach all subjects in English, with the exception of the lessons of Romanian, which are taught by qualified and engaging local teachers.

### **Our Vision**

*We provide the Foundation on which our Children can Flourish  
Inspiring our students to Learn and Live with Purpose*

### **Our Mission**

*Building a community of learners where students are given meaningful opportunities to learn, experience, grow, succeed and excel in all areas of their academic and personal development*

### **Our Core Values**

*We Think, We Explore and We Learn  
We Listen, We Respect and We Care  
We Speak Up, We Participate and We Strive*

At BIST we want to ensure that all members of our community understand and adhere to our school ethos and values. Rules and regulations will be in place to protect all members of the community and to give everyone equal opportunities for development and progress.

### **Introduction**

At BIST we want to ensure that all students, parents, and teachers are aware of the times and procedures relating to school attendance. Successful performance in school is closely related to maintaining a very good attendance to lessons and school related activities. Success in formal examinations requires hard work in class and at home, but attendance to all lessons is the first step in the right direction.

### **Overview**

The school week runs Monday to Friday, with the day starting at 8.30am for all students across the school, and finishing at 4.00pm. Absences from lessons should only occur for medical reasons or a family emergency, Authorized absences will be recorded only when the school has been given prior notice in writing with good cause. All other absences will be recorded into the register as an unauthorized absence.

### **Afterschool programme**

The school is offering an afterschool programme from Monday to Friday between 4.15pm – 6.00pm. This will be paid extra from the parents and it will be provided by either school staff (4.15 – 5.00pm) and/or outside providers (4.15 – 5.00pm and 5.10 – 6.00pm). The programme will be organised by the school based on students' options and will be supervised by members of School Leadership Team with the support of admin staff.

### **School Schedule**

*BIST is committed to child protection and safeguarding and promoting the wellbeing of all students.  
We expect staff, parents, volunteers, visitors and the students to share this commitment.*

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Primary School			Secondary School		Whole School	
	Registration	Classes end	Clubs	Registration	Classes end	Afterschool clubs
Monday	8.30am	3.00pm	3.00-4.00pm	8.30am	4.00pm	4.10 – 5.00pm 5.10 – 6.00pm
Tuesday						
Wednesday						
Thursday						
Friday						

Students are allowed in the school grounds from 8.00am onward, when there is a teacher on duty on the playground. **Attendance in the 8.30am morning line up and morning registration is compulsory for all students.**

### AM and PM Registration

AM registration will start right after line up (8.30) and will take about 10 minutes. PM registration will take place after lunch for about 5 minutes.

All students are expected to be in time for line up and in registration AM and PM. Students arriving in time for registration will be marked down as present (/), students coming in late during registration will be marked down as late before registration was closed (L) and students not being in registration will be marked down with absent (0) or authorised absence (U) if there is a note or info from the parents or school office about an authorised absence. Other registration codes may apply depending on the situation.

### Arriving to School Late

Students who arrive late, but between 8:30 – 8.40am can go straight to their form room for registration. Students arriving after 8.40am (during the first timetabled lesson) must stop by the school office to sign in late in the office and pick up a late slip. This slip should be given to the class teacher on arrival at their lesson; acceptance into the lesson is conditional on this.

### Regular Lateness

If students are regularly late (typically three days in a week), parents will be contacted to discuss a solution or subsequent action.

### Schoolbase Attendance Tracking

The attendance registry is available to parents online via their Schoolbase (MIS system) login. Login details will be sent to parents at the start of each school year.

Parents are able to login to Schoolbase at any time to see the % of attendance for the Term and for the School Year. Whenever attendance drops below 85%, an email will be sent home automatically to parents.

### Absence from School

If students are absent from school, they **must** bring a letter written by their parents, a note in their diaries signed by a parent, or parents must place a phone call to the Office to explain the reason for the period of absence.

Two consecutive unexplained absences will be followed up by the Office with a phone call home.

Ongoing absence problems will result in a meeting with parents to address the issue and to discuss a solution.

If parents wish for their child to be absent from school for a period of time, then they must ask the school  
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for permission.

The class teacher or the Form Tutor has the responsibility of keeping a track of the daily register of attendance. Any concerns should be shared with the Head of Primary/Secondary before talking to parents. It is important that parents should be kept informed as to their children's attendance and punctuality.

### School Egress

At the end of the day in the Primary School it is the responsibility of the class teacher or the teacher in charge of an afternoon activity to ensure the children go with one of the designated Recipients. The school has a record of those authorised to collect Primary School children and children must never be allowed to go without anyone without prior written authority. Parents and other Recipients may gather on the playground in preparation for meeting their children and may then enter the school after the students have left the building if they wish to see a teacher.

Private cars are not allowed on the school grounds during school hours. School buses are permitted to enter the camps at selected times to drop off and pick up students. Special care should be taken by staff (teaching and ancillary) on duty to ensure that students are kept away from school buses.

In the Secondary School the students who are not travelling on school buses or are not collected by parents must have permission from parents to leave school by themselves. There must be a list with the name of these students in the office and available for the teachers on duty.

### Attendance Policy for Cambridge Exams

The Attendance Policy for sitting formal examinations in BIST is in place in order to highlight the importance of attendance to all lessons and the link between this and success in exams.

A successful pass achieved in any Cambridge exam is closely related to maintaining a very good attendance record in the lessons. Success in exams also requires hard work in class and at home, but attendance to all lessons is the first step in the right direction. In the Secondary School all subject teachers are required to complete daily lesson registration on SchoolBase.

If a student has attendance **BELOW 85%** without good cause (health or serious family problems) then that student will not be eligible to sit the exam. **The entry for any Cambridge exam at IGCSE, is conditional on the student maintaining a minimum 85% attendance record in the respective subject. Parents will be informed whenever a student drops below this level.**

Any teacher with concerns about low attendance will inform the SLT prior to the exam entries. The SLT will analyse the overall academic performance and progress of the respective student before the final decision regarding the exam entry is made.

### Waiting List and Late Entry

Students with poor attendance (below 85%) and a poor academic record (low scores in internal assessment) will not be entered for external exams in the first stage of exam entries, being February of every academic year. In such cases, parents will be informed by letter, stating the reasons why the respective student will not be entered, with a solution offered by the school. The student will be placed on a waiting list and if by the final deadline of entries (April of every academic year) the student proves 100% attendance and improvement of academic performance, which could lead to real opportunity of passing the exam, the student will be entered paying the relevant late entry fee. Parents will be informed of the fact that late entry applies.

## Attendance policy

### Attendance on Educational Visits

At BIST we strongly believe that in addition to academic performance, students benefit from a holistic education intended to help them become good citizens able to succeed in life after school. For this reason, we encourage all our students to participate in extracurricular activities. However, attendance to school, work ethic and general behaviour must take priority, and **where school attendance is below 85% and/or general behaviour and performance is below expectations, the school reserves the right not to allow students to attend Educational Visits.**

*This policy will be made available to parents on the school website but will also be sent by email at the beginning of the year, as it is considered to be very important information for parents and students.*

### Annual Review

This policy is subject to an annual review