



## KENT COLLEGE WEST CAIRO

# Attendance

<b>Owner</b>	Head
<b>Applied to</b>	Whole School
<b>Date last reviewed</b>	September 17 <sup>th</sup> , 2025
<b>Date of next review</b>	September 17 <sup>th</sup> , 2026
<b>Review period</b>	2 years

## 1. INTRODUCTION

- 1.1. Kent College West Cairo prides itself on the relatively low incidence of Student absence and aims to achieve an average annual attendance rate of at least 95%. It is the policy of the school that Students should attend all academic lessons during the course of the school year. In Senior School, a register on the Engage portal is taken by the Tutor by 8.00am and then by class teachers throughout each day. In the EYFS and Junior School a register on the Engage portal is taken by the Tutor by 8.00am only as the class teacher is then able to monitor their class throughout the day.
- 1.2. Where a Student is identified as absent by 8.30 am and no notice of the absence has been given by the parent to the class teacher or by telephone or email to the school office, parents will be called to discuss the absence. If parents cannot be reached, other emergency contacts will be communicated with. This process will start with the youngest student, and any with particular needs such as SEND or looked after children etc. The College Reception will notify a member of SLT if they are unable to make contact with the parents or emergency contacts of a Student who is not in school.

## 2. REASONS FOR ABSENCES

- 2.1. On occasions Students may not be present for one of the following reasons;

2.2. Sickness/injury: if a Student is to be absent from lessons as a result of sickness or injury, the following policy pertains.

2.2.1. If a Student is going to be absent from school, parents must telephone reception with this information by 8.00am, or as soon as possible thereafter, on the day in question. Parents are also asked to indicate the anticipated length of absence at that time, if known, and the reason for absence. Unless the absence is long term (in excess of 1 week for incidents such as surgery). Parents must inform the school each day that their child is not going to attend.

2.2.2. If a child is absent for one week or more, or has an infectious disease, a doctor's certificate is brought to the school on his/her return.

2.2.3. Routine doctor and dental appointments should be made out of school hours except in emergency cases.

2.3. Educational Activity or Visits: Kent College West Cairo accepts that much of educational value can occur beyond the confines of the classroom and school campus. Class and year group visits are an integral part of many academic departments' Schemes of Work. Sporting fixtures, musical concerts, theatre and dance trips, lectures etc. are also an important part of the all-round education provided by Kent College West Cairo. Staff responsible for trips and out-of-school events endeavour to arrange such activity outside of time-tabled academic lessons. When this is not possible (e.g. afternoon theatre performance or lecture) Students ask permission from subject staff to absent themselves from lessons. The level and extent of such activity is closely monitored by members of SLT, and in most cases recorded a term in advance on the school's Calendar.

2.4. A separate Kent College West Cairo Trips Policy provides further information pertaining to the organisation of such trips.

2.5. Family Occasions: if a Student needs to be absent for a day or part of a day for a special, non-school organised event, parents request permission in writing from the Headmaster as far as possible in advance. The school expects such requests to be kept to a minimum and reserves the right to refuse permission in certain cases.

2.6. Unauthorised Absences: if a Student is absent from a lesson and none of the above reasons (Paragraphs 2.2, 2.3, 2.5) pertain, the classteacher, in conjunction with the Head of School, will investigate the matter. An unauthorised absence will be identified either by that Student failing to register, or by the Student's absence from an academic lesson.

2.7. Listing of Absent Students: There is a regularly updated list of Students currently in the Clinic shown on the online portal accessible to staff signed in to Engage. Students who arrive late to school sign the appropriate form at reception on arrival.

Students who have to leave the campus during the school day also have to sign the relevant form, adding the initials of the member of staff who has given them permission.

2.8. Notification to Parents: Parents will always be informed in the case of an unauthorised absence. Appropriate disciplinary action will be taken against those who absent themselves from lessons without permission.

### **3. START/END OF TERM**

3.1. Students must not start the term late nor leave school before the end of term. Term dates are published at least a year in advance and parents of those Students requiring flights to travel between home and school, ensure that such journeys take place before and after the published term dates.

