ATTENDANCE POLICY HS2.2.13

HARROW INTERNATIONAL SCHOOL BANGKOK

ATTENDANCE POLICY - HS2.2.13 **2**

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ATTENDANCE POLICY - HS2.2.13

1. Our Attendance Mission

Harrow Bangkok is committed to maintaining the highest possible levels of attendance and punctuality in order to safeguard our students and maximise their educational opportunities. Attendance and punctuality will be monitored, tracked, and promptly followed up and their importance will be effectively communicated to students and parents.

In Thailand, school attendance is compulsory from the academic year in which students turn six years old (Year 1) onwards.

In the Early Years, we encourage and support our families to ensure their child regularly attends school as this has a significant impact on personal, social, and emotional development which is crucial for cognitive development and academic achievement.

In the Early Years, toddler-age students attend school on a sessional basis with a suggested minimum of two consecutive days for toddler-only and any two days for parent-toddler sessions. Nursery and Pre Nursery age students can attend for either half-day or full-day with the expectation that they attend five days per week. Reception students attend full-day for five days per week.

Our aim is an overall compulsory attendance rate of at least 97%. We are always mindful that there may be some students facing significant challenges to their physical or mental health for whom high attendance may not be an achievable or appropriate target; their welfare will always be our highest priority.

This policy is written in light of the UK Department for Education guidance: Working Together To Improve School Attendance (2022) and the Education (Pupil Registration) (England) Regulations 2006.

2. Attendance Staffing & Responsibilities

The school has a responsibility for taking and maintaining an accurate bill of all students throughout term time during school and, for boarders, after school.

Attendance and punctuality will be carefully tracked, monitored, and promptly followed up whenever necessary. Levels of Intervention and responsibilities are set out in Appendix 2. Attendance statistics are reported to the Governors in the regular Board of Governors' Reports.

All staff have a responsibility for ensuring and contributing to the safety of all students by understanding and following the procedures outlined in the attendance processes.

Parents, caregivers and the students themselves must also understand their responsibilities to ensure that as far is as practically possible students have full attendance and always arrive

to school on time. Supporting the students' welfare and academic success is a collective endeavour and we work closely with parents and students to achieve this.

The bill is kept from the first day that the school and parent have agreed the student will join us (the starting date). This is usually the day on which the admissions department has informed the relevant school that the student will attend but the starting date may be adjusted in light of settling in visits, visa issues and other factors. If a student does not attend on the starting date, the normal procedures will apply.

We promote good attendance and punctuality through regular communication with parents and students about the importance of and impact upon the education of young people. This occurs through parent workshops, newsletters, attendance awards and directly engaging with parents whose child's attendance is poor. Attendance is recorded on students' school reports.

3. ATTENDANCE PROCESSES

3.1. Bill taking

3.1.1. Early Years

Students in Early Years arrive at school between 08:00 - 08:20 with the bill taken on isams by the Form Teacher by 08:30. The morning Parent-Toddler Class starts at 09:00 with the bill taken by 09:15.

The afternoon Parent-Toddler class on Tuesdays and Thursdays starts at 12.15. The bill is taken by 12:30.

3.1.2. Pre-Prep

Bills are taken at 8:00am and close at 08:30. The afternoon session bill is taken immediately after lunch.

3.1.3. Upper School

Bills are taken at 8:00am and close at 08:30. They are taken each period thereafter. The pm session bill is the Period 5 class bill.
Period times are shown in Appendix 6.

3.2. Reports

The Attendance Officer runs reports to identify any incomplete bills during the morning and afternoon sessions and emails them to the Lower School and Upper School Senior Leadership Teams. The leadership teams have responsibility to ensure that all bills are taken promptly and correctly.

3.3. Lateness and Absence

3.3.1. Signing in late

Students, with the assistance of their parent/guardian if appropriate, must sign in at the clock tower using the late sign-in QR code. This will alert the Pre Prep Office/HoH/PHL and the attendance officer. The student, or their parent/guardian, must show they have done this

to the guards before entering campus. A paper system is available as a back-up in the case of technical issues.

Lower School students report to the appropriate Lower School Administration desk and be escorted to class. Upper School students go immediately to their lesson and show the class teacher confirmation of the late sign-in form, which will display the time they arrived late to school.

All teachers are responsible for ensuring that students come directly to their lessons as quickly as possible. Teachers complete the bill within the first 5 minutes of the lesson. If students arrive after the start of the lesson, they will be marked as 'late to class'. Repeated lateness will be followed up by the tutor or year group leader.

3.3.2. Unexplained Absence - (non-compulsory school ages)

If a student in Lion Cubs Toddler Only to Reception fails to attend school and no reason has been given to the school, they are marked as N in the bill. The school will follow the absence up as swiftly as possible using the following process. In all cases the 'N' code will have been removed from the bill within five school days and replaced either with the code appropriate to the reason ascertained or with an 'O' code to indicate unauthorised absence.

Time	Action	Responsibility
08:30	Staff will mark as 'N' on the bill	Form Teacher
08:30 - 9:00	Late Slips inputted into isams	EYC Admin Team
09:15	Students absent without reason list produced	Attendance Officer will pull this from isams
09:30	Mail merge email sent to parents asking them to confirm absence by 09:45	Attendance Officer oversees mail merge
09:50	Phone contact made will students who remain absent without reason	Attendance Officer works from Lion Cubs Toddler Only to Reception - to ensure attendance has been actioned.

** Lion Cub Parent-Toddler parents who do not attend will be followed up within the day.*

3.3.3. Unexplained Absence - (compulsory school ages)

If a student in Year 1 to Year 13 fails to attend school and no reason has been given to the school, they are marked as N in the bill. The school will follow the absence up as swiftly as possible using the following process. In all cases the 'N' code will have been removed from the bill within five school days and replaced either with the code appropriate to the reason ascertained or with an 'O' code to indicate unauthorised absence.

Time	Action	Responsibility
08:00	Staff will mark as 'N' on the bill	Form teacher or tutor.

08:15	Checking bill accuracy	Attendance Officer
08:30	Late QR code sign-in sheet will be cross-referenced	Attendance Officer
09:00	Students absent without reason list produced	Attendance Officer will pull this from isams
09:10	Mail merge email sent to parents asking them to confirm absence by 09:25	Attendance Officer oversees mail merge
09:30	Phone contact made with students who remain absent without reason	Attendance Officer works from Y1 to Yr13 - to ensure attendance has been actioned.

3.3.4. Afternoon Session Bills

The Attendance Officer runs reports to identify incomplete bills at 13:00 for Lower School and 14:00 for Upper School. Any incomplete bills are chased by the Lower and Upper school admin teams who ensure they are completed.

3.3.5. Recording Absences

If the parent/caregiver knows beforehand that a student will be absent, they are required to complete the Student Absence Request form on the parent portal.

Parents and caregivers may choose from two authorised options. Anything else will almost certainly be considered unauthorised but will be checked by the student's pastoral leader.

- Medical Appointment
- Illness

There is an option for 'Other' reasons for absences. The Attendance Officer will collate and categorise these requests and pass them on to the relevant DSL for confirmation. Following DSL confirmation, the Attendance Officer will email parents/caregivers to inform them whether or not the absence will be authorised.

3.3.6. Chronic Medically Enforced Absence

Some students may face significant, chronic challenges to their mental or physical health meaning that they are not fit or safe to be in school. Their welfare is our primary concern and we will do all we can to support them remotely, providing them with as much academic and pastoral support as is appropriate for them. As per Appendix 9 of our Safeguarding Policy, such students will be managed by their Head of Phase until such a point that they are well enough to return to school. At that point, their pastoral leader will take over leading their support.

Students who are absent from school for this reason will be coded 'F' for 'Chronic Medically Enforced Absence' and will not be counted towards the possible attendance. Code F may

only be used at the instigation of the relevant DSL. If the DSL is satisfied that the student is facing a Chronic Medically Enforced Absence, they will inform the Attendance Officer who will then update the relevant bills.

3.4. Missing Students

If a student is absent and they were present in the previous period, the teacher must alert the relevant pastoral middle leader immediately and email the attendance officer.

If a student's absence from school remains unexplained following the initial follow-up from the pastoral middle leader and attendance officer, then the DSL should be notified immediately using the DSL phone. The DSL will then action the missing student protocol.

3.5. Attendance Management & Enforcement

PowerBI provides form tutors and pastoral leaders live attendance data. Unauthorised absence is managed as outlined in Appendix 2.

The Lower School and Upper School DSL discuss attendance statistics with their phase leaders regularly, at a minimum fortnightly.

Short-term unauthorised absence is managed and enforced by the middle leaders who will respond directly to absence requests which have selected the *other* option on the absence request form. More sustained absence is managed by senior pastoral leaders.

When determining absence rates, codes signifying 'Present' or 'Approved Educational Activity' will count as 'present' (see Appendix 6).

We promote good attendance and punctuality through regular communication with parents and students about the importance of and impact upon the education of young people. This occurs through parent workshops, newsletters and by tutors and pastoral leaders directly engaging with parents whose child's attendance is poor. Attendance is recorded on students' school reports.

Students who are ill for longer than three days should provide documentation to support their absence and this can be uploaded using the absence request form. This will be verified by the Attendance Officer.

3.6. The End of the Day & Out of Hours

3.6.1. Early Signout

Students who are leaving outside the confines of the normal school day should follow the early leave procedure.

Students should obtain an early leave slip either from the Lower School administration office or from the Heads of House Office, where the early departure is recorded. This paperwork will be signed by a member of the leadership team and must be handed to the guard at the clock tower to allow the student to leave. The Lower School administrative team inform the student's form teacher of the early sign out who fills in the following bills accordingly. The Attendance officer updates the following bills for Upper School students.

3.6.2. Unwell Students

A student who has become unwell will report to the Health Centre accompanied by their teacher or an adult, if appropriate. If the student is deemed not well enough to return to school, the Health Centre will contact parents or boarding nurses. The student will be collected by their parents or caregivers. The Health Centre will alert the Lower School administrative team regarding Lower School students and the Attendance Officer regarding Upper School students.

3.6.3. Early Years (Normal Departure)

Students in Lion Cubs Toddler Only (not including Parent Toddler Group) and Pre Nursery, who are participating in the half-day programme, are collected from the form room at 12.00. Students participating in the full-day programmes are collected from their form room at 14:30. Students attending the morning or afternoon Parent Toddler Classes are taken home at either 11:00 or 14:15 by the parent who attended the session with them. Students in Nursery, who are participating in the half-day programme, are collected from their form rooms at 12.15. Students in Nursery, who are participating in the full-day programme, and all Reception students are collected from their form rooms at 14:40.

3.6.4. Early Years (Late Collection)

Children who are not collected from their form rooms at the end of the day (half-day or full-day) are brought to the Early Years Reception Area, registered and supervised by members of support staff until collected. A phone call to the parent is made. Parents are required to sign out, stating the time of collection. Late collection is monitored and repeated instances result in a parent meeting being arranged with the Assistant Head or Head of Early Years.

3.6.5. Pre-Prep

Students are collected by their parents directly from their last commitment of the day. Students who have not been collected will be taken to the Pre Prep office by their form teacher or activity provider, registered and supervised by members of the Lower School admin team until collected; a phone call may be made to parents. Parents will be required to sign the students out, stating the time of collection. Late collection is monitored and repeated instances result in a parent meeting being arranged with the Assistant Head or Head of Pre Prep.

3.6.6. Prep, SR5 & Sixth Form

Students are released directly from their last commitment of the day. All the students should have been collected by 17:00. Any student remaining on site after 17:00 must alert the clock tower to their presence and the clock tower will contact home.

3.6.7. After School Activities and Sports Academies

Some students may stay beyond the school day to attend after school activities or sports academies. These arrangements are covered in Appendix 4.

3.6.8. Out of Hours

No Harrow Bangkok students should be beyond the clock tower outside the confines of the normal school day without an academic or co-curricular reason. Any student who attends

site outside of these times and is not supervised by a member of staff will be escorted to the clock tower by PCS and kept there until such a time as the authorisation for their presence on site can be verified.

3.7. Boarding

On a weekday, boarders are billed formally in the boarding village three times during the day:

Time	Action	Responsibility
07:15	Rolling bill from the Boarding House as the boarders leave for breakfast.	Duty member of staff for each boarding house.
17:30	Formal bill in each boarding house.	Duty member of staff for each boarding house.
Bed time (complete by 22:30)	Rolling bill at lights out.	Duty member of staff for each boarding house.

On a weekend, boarders are registered formally in the boarding village five times during the day:

Time	Action	Responsibility
10:00	On Saturday, formal bill as a boarding village. On a Sunday, rolling bill as boarders attend brunch.	Lead HsM for weekend.
13:00	Rolling bill as the boarders are seen at lunchtime.	Duty member of staff for each boarding house.
16:00	Rolling bill as the boarders are seen.	Duty member of staff for each boarding house.
20:00	On Saturday, rolling bill as the boarders are seen. On Sunday, formal bill in each boarding house.	Duty member of staff for each boarding house.
Bed time (complete by 22:30)	Rolling bill at lights out.	Duty member of staff for each boarding house.

If a student is absent from a bill, the missing student protocol is followed by boarding staff.

Boarding Housemasters/mistresses, acting *in loco parentis*, fill in the school Absence Form for their boarders. If a boarder does not return to school when in the care of the parent/guardian (for example, at the beginning of term), the parent/guardian must complete the form.

Absence from boarding overnight which does not affect attendance at school is communicated to Housemasters/mistresses directly by parents/guardians. This is recorded on the boarding registration system.

Appendix 1 - Email to Parents

Dear Parent/Guardian,

You are receiving this email from Harrow International School Bangkok as, at present, <Name> appears not to have registered in school for the day, and we have not received notice of any reason for their absence. There may be a number of reasons for their failure to register this morning, but we are informing parents/guardians of any such unexplained absence as part of our duty of care.

If you know the reason for their absence, please complete the Student Absence Request form here as soon as possible.

*If you believe that your child is already in school and your child is in **Upper School**, please call us on 02503 7222 1166 or 02503 7222 1107, or email upperschool@harrowschool.ac.th as soon as possible.*

*If you believe that your child is already in school and your child is in **Lower School**, please call us on 02503 7222 extension 3 for EYC or extension 4 for Pre-Prep, or email lowerschool@harrowschool.ac.th as soon as possible.*

If your child reports to the clock tower at any point in the rest of the day, then they will be registered. You can view your child's registration status through the attendance section on the Parent Portal.

Kind regards,

Team Harrow

Appendix 2 - Levels of Intervention

Lower School

The Form Teacher will receive a copy of the Absence Form when the parent completes it. The Head of Phase and DSL will review these weekly, and they will follow up with parents

when there are repeated reasons of ‘Other’ or the information is too vague, as this will be recorded as unauthorised.

Attendance and punctuality data will be reviewed weekly by the relevant Head of Phase and the Designated Safeguarding Lead (DSL) through the Lower School Pastoral Dashboard. This includes monitoring:

- overall attendance;
- Late AM arrivals; and
- Late Pick-Up PM incidents.

Form Teachers should remain aware of patterns of absence and punctuality within their classes and raise any concerns with their Year Group Leader and Head of Phase. Where there are wider pastoral or safeguarding concerns, these should also be recorded on CPOMS and brought to the attention of the DSL.

Attendance Levels of Intervention

Level 1 – Monitoring	Attendance is monitored routinely by Form Teachers, Year Group Leaders and the Lower School Pastoral Team. Where a pattern of absence begins to emerge, the Form Teacher should monitor the situation and raise this with the Year Group Leader or Head of Phase where appropriate. Context should always be considered. For example, a small number of absences early in a term may temporarily produce a low attendance percentage and may not, in itself, indicate a significant concern.
Level 2 – Follow-Up: 90% Attendance or Below	Where a student's attendance reaches **90% or below**, the Form Teacher will make contact with the family. The purpose of this communication is to: ● make parents aware of the current attendance level; ● understand the reasons for absence; ● identify any barriers to regular attendance; ● reinforce the importance of good attendance; and ● identify whether any additional pastoral or school support is required. Relevant communication and any identified concerns should be recorded appropriately.

Level 3 – Continuing Concern: Half-Term Review	Where attendance concerns continue across the half ter where there is an ongoing pattern of poor attendance, th **Year Group Leader** will follow up with the family. This may include inviting parents into school for a conversation to: ● review the attendance pattern; ● explore any ongoing barriers or concerns; ● agree appropriate actions and support; and ● establish expectations for improvement. Where appropriate, the Head of Phase and/or DSL may be involved. A record of the meeting, agreed actions and subsequent communication should be maintained on CPOMS where there is a pastoral or safeguarding concern.
Level 4 – Escalated Concern: End-of-Term Review	Where attendance remains a concern by the **end of the term**, despite previous intervention, the case will be escalated to **Lower School Leadership Team (LSLT)** for review and follow-up. LSLT will consider: ● the student's attendance history; ● prolonged medical absence ● previous communication and interventions; ● the reasons provided for absence; ● any pastoral, SEND, medical or safeguarding factors; ● the level of engagement from parents/guardians; and ● whether further meetings, support or formal intervention are required. Where appropriate, parents/guardians may be invited to a formal meeting with a member of LSLT.er, Year Group Leader and other relevant colleagues.

**The thresholds provide a consistent framework for intervention. However, the school may intervene earlier where there is a concerning pattern, significant contextual information, or a pastoral or safeguarding concern.*

Parents should be encouraged to provide clear reasons for all absences through the school's agreed absence reporting procedures. Where the reason provided is unclear or further information is required, the school may contact the family for clarification.

Recognition and positive communication may also be used to acknowledge strong or improved attendance and punctuality.

Any significant pastoral or safeguarding concerns identified through attendance monitoring should be referred to the DSL without waiting for the next attendance threshold or review point.

Late AM and Late Pick-Up PM

Late AM arrivals and Late Pick-Up PM incidents are tracked weekly through the Lower School Pastoral Dashboard.

The following thresholds apply to both Late AM and Late Pick-Up PM:

Threshold	Intervention
10 incidents	**Email to parents/guardians** highlighting the pattern and reminding them of school expectations around punctuality and collection times.
20 incidents	**Meeting with the DSL** to discuss the continuing concern, understand any barriers and agree actions for improvement.
30 incidents	**Meeting with the Head of Lower School (HoLS)** to review the ongoing concern and agree further action.

**The thresholds provide a consistent framework for intervention. However, the school may intervene earlier where there is a concerning pattern, significant contextual information, or a pastoral or safeguarding concern.*

Relevant meetings, significant communication and agreed actions should be recorded appropriately on **CPOMS**.

Upper School

The House team oversee the monitoring of attendance and punctuality data and the responses required, in line with the tiers outlined below, using PowerBI dashboards. The Harrow Bangkok attendance target is 97%. While some absences will be authorised, it is important to understand patterns of absence for students and to manage each case on its merits. Therefore, there may be a different response for two students with similar attendance levels, based on the reasons for, and frequency of absences.

Recognition and rewards mechanisms will be used to highlight examples of strong attendance and punctuality records.

Tutors will receive a copy of the Absence Form when the parent completes this, and they should follow up with parents when the reason is ‘Other’ or the information is too vague, as this will be recorded unauthorised. An email template is provided. If the tutor believes the absence should be authorised, please speak with the House team initially.

Tutors should encourage parents/guardians to use the absence form if they are contacted directly. An email template is provided.

The House team and Director of Houses will review attendance and punctuality bi-weekly and discuss responses and interventions in the House Review meeting. A decision will be made on whether intervention is required, and then actions will be decided and communicated, where appropriate.

Where tutors identify any patterns and concerns, these should be raised with the House Team and should be logged on CPOMS. Tutors should be aware of patterns, and concerns should be noticed and raised with the House team. However, be mindful that, for example, missing four days in the first three weeks of term will show low attendance. The context and tutor awareness will be important to this.

Levels of intervention depend on circumstances and are decided and directed by the House Team and DoH.

- **Level 1 Notable (90% to 96%)** **-** Following Tutor & House Team reviews of attendance and punctuality data, tutors will be asked, where appropriate, to have conversations with students about trends. This is to identify potential barriers to good attendance and punctuality and support students as necessary. This will be logged on CPOMS, using the 'Pastoral' tag.
- **Level 2 Concern (between 86% and 90%) -** Where concerns persist, the House Team will meet with students and communicate with parents/guardians via email. An in-person meeting may be requested at this point if deemed appropriate. A follow-up email should be sent after the meeting. All communications should be uploaded to CPOMS.
- **Level 3 High (between 81% and 85%) -** House Team will discuss this case with HoP/DoH as appropriate to consider next steps and the need for further communication and meetings, including involvement of external agencies. A follow-up email should be sent after the meeting. All communications should be uploaded to CPOMS.
- **Level 4 Critical (80% or less)** **-** Case referred to the DoH as appropriate to request in-person meetings with the parents to discuss concerns around continued poor attendance. Meeting minutes are to be captured in CPOMS

Appendix 3 - Music and Counselling Sessions

Counsellors alert the Attendance Officer in advance which students have counselling sessions and when they will take place. The Attendance Officer updates the bill for that lesson and alerts the teacher to their absence with a generic message. If the student fails to attend the appointment then the counsellor alerts the relevant DSL if they are high risk or, if not high risk, the counsellor alerts the Attendance Officer who then updates the bill and the usual procedures are then followed.

The Music Programmes Manager provides the Attendance Officer with a full music timetable for the coming term; the students themselves alert their teachers in advance that they will be absent. If any student does not attend a music lesson, the Music Programmes Manager alerts the Attendance Officer who updates the bill and the usual procedures are then followed. If a student does not attend a music lesson that takes place at or before the morning session bill, the Music Programmes Manager alerts the Attendance Officer by email by 08:00. The Attendance Officer then follows this student up in the same way as other students absent from registration.

Appendix 4 - Activities and Sporting Academies

Bills for all after school provision take place on SOCS. It is the responsibility of the activity leader to ensure that the Bill is taken in a timely manner. Reports are run on SOCS at 15:15 to check for any incomplete bills and staff members are allocated to chase and ensure the bills are complete. Tutors monitor after school attendance and contact parents to alert them if patterns of non-attendance emerge.

The boarding team run a report on SOCS at 15:20 to ensure that the boarders are all attending the activities that they should be. In the event that a boarder is not present where they should be, the boarding team initiates a search for them to ascertain their whereabouts.

Appendix 5 - Period Times

Early Years

Lion Cubs Parent Toddler

Morning / Afternoon

09:00 / 12:15	Session starts
11:00 / 14:15	Session ends

Lion Cubs Toddler Only and Pre-Nursery

08:35	Lesson 1
09:25	Lesson 2
10:30	Lesson 3
12:00	Half Day Children Home/ Full Day Children Sleep
14:00	Lesson 4
14:30	End of the school day

Nursery

08:35	Lesson 1
09:25	Lesson 2
10:30	Lesson 3
12:15	Half Day Children Home/ Full Day Children Play or Sleep
12:20	Lesson 4
13:25	Lesson 5
14:40	End of the school day

Reception

08:35	Lesson 1
09:25	Lesson 2
10:30	Lesson 3
12:20	Lesson 4
13:25	Lesson 5
14:40	End of the school day
14:50	Activities (if applicable)

Pre-Prep

08:00	Lesson 1
09:25	Lesson 2
10:30	Lesson 3
12:20	Lesson 4
13:25	Lesson 5
14:40	End of the school day
15:00	Activities (if applicable)

Upper School

08:00	Period 1
09:10	Period 2
10:30	Period 3
11:40	Period 4
13:40	Period 5
14:40	End of the school day
15:00	Activities (if applicable)

Appendix 6 - Bill Codes

The table below details the codes used in the bills. Their meanings are taken from Working Together To Improve School Attendance (2022) and the Education (Pupil Registration) (England) Regulations 2006.

Code		Meaning
/	Present in the morning	Present
\	Present in the afternoon	Present
/	Late in the morning*	Present
\	Late in the afternoon*	Present
D	Doing an authorised activity onsite	Approved Educational Activity (onsite)
R	Resting or receiving treatment onsite	Approved Educational Activity (onsite)
T	School Meeting	Approved Educational Activity (onsite)
S	Study Leave	Approved Educational Activity
P	Participating in authorised activity offsite	Approved Educational Activity
V	Offsite Educational Visit (eg House Camp)	Approved Educational Activity
W	Work Experience	Approved Educational Activity
J	Interview	Approved Educational Activity
I	Illness	Authorised Absence
M	Medical Appointment	Authorised Absence
C	Authorised absence*	Authorised Absence
H	Authorised family holiday*	Authorised Absence
E	Fixed Term Exclusion	Authorised Absence
U	Late arrival after the close of the bill for an unauthorised reason	Unauthorised Absence
N	No reason given	Unauthorised Absence
G	Family Holiday not agreed	Unauthorised Absence
O	Unauthorised absence	Unauthorised Absence
Z	Prospective student not yet in school but on the bill	Not counted in possible attendances
X	Non-compulsory School Age Absence	Not counted in possible attendances
F	Chronic Medically Enforced Absence*	Not counted in possible attendances

- ***Late codes /** are shaded differently within isams records to distinguish from present codes. These isams codes replace the previous L code.
- **'F' codes** are used to track students who have been barred from attending school due to medical advice. These codes will not count towards possible attendance and may only be used following signoff by the DSL.

- **‘C’ and ‘H’ codes** will only be used in exceptional circumstances.
- **‘R’ code** is to be used where a student is onsite but either receiving treatment in the medical centre or attending class but unable to fully participate due to a medical condition

Appendix 7 - Major Bill Code Changes

The table below details significant amendments to bill codes. Isams requires bill codes to be ‘live’ and consistent between current data and historical data. Amending a code in the present can therefore also affect data in the past.

All bill changes affecting historic data must be signed off by the Deputy Head Master and include data backups and summaries prior to changes to capture previous data sets.

Date	Change	Reason	Impact/mitigation
04/2023	Remove K	‘K’ and ‘Q’ codes were used to track Covid-related absences. For attendance % purposes, we counted K as present, as schooling support continued online, but Q as absent. **K - Covid Related Isolation (Supported Online).** Isolation is no longer required for Covid. Now to be treated as any other illness.	Historic K data will be lost. Historic data re-coded as ‘S - Study Leave’ as both configured as AEAs.
04/2023	Remove Q	**Q - Opting out Due to Covid.** Opting out due to covid now to be treated as unauthorised absence (‘O’).	Historic Q data will be lost. Historic data re-coded as ‘I - Illness’ as both configured as authorised absence
08/2024	Redefine P	Allows all authorised activities offsite to be captured	None
08/2024	Add D	Allows all authorised activities onsite to be captured	None
08/2024	Add R	Allows us to capture when a student attends school but cannot fully participate in, eg, sports or swimming	None
08/2026	Remove L and A	Isams includes different codes for recording lateness that have	None. Colleagues choose ‘Late’ when taking the bill. The system

		replaced these two codes.	automatically populates w the correct lateness code.

Approval and Review	Details
Policy Name and Associated Group Policy	Add Policy Ref, Name and Link to relevant Group Policy if applicable (http://portal.aisl-edu.com/public/home)
Approval Authority	ELT/HM
Responsible Colleague	Deputy Head Master
Applies to	All Academic staff and Admin serving Academic departments
Publicity Level	internal staff portal only
Next Review Date	17/8/27
Related policies (to be read with this Policy)	Safeguarding Policy, Crisis Management Handbook (Missing Student Protocol)
Approval and Amendment History	**Details**
Original Approval Authority and Date	01/11/2022 (PDH-MRe)
Amendment Authority and Date	6/3/23 PDH; 14/8/24 DHM; 17/8/26 DHM; 11/9/26
Notes on updates	6/3/23 addition of T code for counselling sessions; change of P code to include internal activities eg play rehearsals 18/4/23 addition of Appendix 7 detailing major code changes; removal of K and Q codes 14/8/24 Codes P, D and R adjusted/added; 15/08/2024 formatting issues corrected Dir HR (JK); 14/8/25 update from SchoolsBuddy to SOCS and Engage to isams; 17/8/26 new isams lateness codes integrated; 11/9/26 Appendix 2 updated with correct intervention processes