

St Joseph's Institution International School

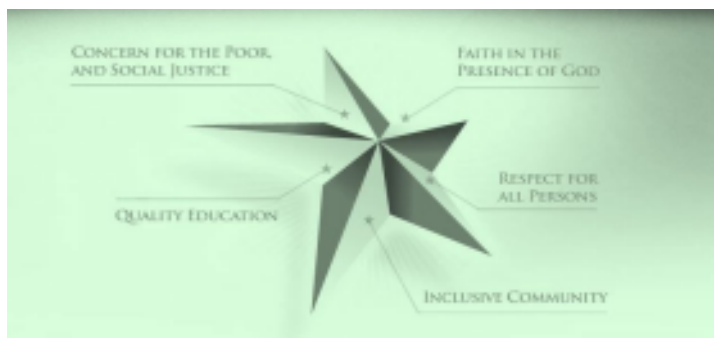
*Enabling youth to learn and to learn how to live, empowering
them to become people of integrity and people for others.*



Student Attendance Policy

Policy Written:	April 2023
Policy Reviewed:	October 2025
Date of Next Review:	June 2026
Revised By:	Neil White, Deputy Principal (Head of Elementary School), Matthew O'Shea, Deputy Principal (Head of High School).
Signed By:	 Gary Cairns, Head of School

This policy is written in the spirit of putting into practice our Lasallian core values



Rationale

This policy reflects our school's commitment to:

- Safeguarding and promoting student welfare.
- Facilitating student success throughout their school experience.
- Ensuring that students have access to the broadest array of opportunities upon graduation.

Attending school every day and arriving on time is essential for students to maximise their educational experience. Students should be present for all scheduled school days unless they have an unavoidable reason to miss. Frequent absences disrupt learning, which can adversely affect a student's grades and the educational progress of their classmates.

Aims

- To illustrate to students, parents/carers, and staff that the school values good attendance.
- To enhance the educational achievement of all students in the school.
- To respect the individual and promote social and educational inclusion.
- To encourage regular school attendance at the whole school level, class level, and individual student level.

Promoting Regular Attendance and Punctuality: A Shared Responsibility

Regular attendance and punctuality are vital for student success. We believe fostering a positive attendance culture is a collaborative effort involving students, parents/carers, and all school staff.

To support this shared responsibility, we will:

- **Provide clear attendance reporting:** Include attendance information in school reports, enabling parents/carers to monitor their child's progress.
- **Maintain open communication:** Proactively contact parents/carers to discuss any attendance concerns and work together to find solutions.

Parent/Carer Responsibilities:

- **Timely notification of absences:** Contact the school as soon as possible on the first day of an absence, providing a clear reason.
- **Advance notice for planned absences:** Inform the school in writing about any planned absences (e.g., medical appointments, family events), ideally in advance by completing the Google Form.
- **Scheduling holidays during school breaks:** Prioritise scheduling family holidays during official

school holiday periods to minimise disruption to learning.

- **Providing accurate contact information:** Ensure the school has up-to-date contact information for prompt communication.

To Report an Absence:

To report an absence, parents/carers must complete the appropriate absence form ([Elementary School](#) or [High School](#)) as soon as possible on the first day of absence. This procedure also applies to any planned absences. The link to the relevant absence form is shared weekly via the Whole School Update.

Punctuality

The Importance of Punctuality:

Punctuality is a vital life skill that is expected of all students. Arriving late disrupts the learning environment for everyone. Students who come in late miss critical instruction, important announcements, and valuable opportunities for interacting with teachers. Furthermore, late arrivals are disruptive, can negatively affect the student's learning experience, and may contribute to increased absenteeism.

Elementary School Punctuality:

The elementary school day begins at 8:00 am. Students in Years 1-6 arriving **after** 8:05 am must report directly to the ES office.

Early Years students enjoy a soft start from 8:00 am to 8:30 am, with the register taken promptly at 8:30 am.

High School Punctuality:

The High School day begins at 8:00 am. Attendance is recorded for each lesson via our school database (iSams), indicating whether a student is present, absent, or late. Students arriving **after** 8:10 am must report directly to the High School Office.

Supporting Punctuality:

We are committed to working with parents and carers to ensure that students arrive on time. If a student exhibits persistent lateness, parents or carers will be invited to meet with their child's teacher, tutor, or Head of Year to discuss solutions. Parents and carers are also encouraged to contact the school at any time for support in addressing punctuality challenges.

A child is deemed missing, rather than late, under the following circumstances:

- The child has not arrived at their designated location (e.g., classroom, assembly, activity) more than ten minutes after the scheduled start time of the lesson or activity.
- The child may be at risk due to mid or high level concerns (SEN, wellbeing, mental health, safeguarding).

Monitoring Attendance and Punctuality

To ensure student safety and accurate attendance records, the school employs a comprehensive monitoring system using iSAMS

Daily Absence Monitoring:

Each day at 10:00 am, a report of unknown absences is generated by the school administration; parents or caregivers of these students will be contacted immediately to verify the absence and provided with the absence form to complete. The student management system will then be updated accordingly. The HS form tutor or ES class teacher will send a message or call home to learn more about the absence.

If a student has been absent for three consecutive 3 days without explanation, a CPOMS report will be

generated. This will automatically notify the Head of Year and the ES class teacher or HS tutor, who will continue to monitor the concern.

The level of absence concern correlates with the attendance report percentages as detailed below.

CPOMS	Attendance	Notification	Action
Class Monitoring	Singular concern, isolated first instance	ES class teacher/ES & HS Admin Support	Send a message home to ascertain the reason for absence.
Stage 1	Repeated unauthorised absences or a pattern of concerning attendance, below 95%	Class Teacher/ HS Tutor	Send a message home or call parents to learn more about the absence.
Stage 2	Repeated unauthorised absences that have not responded to previous parental contact. Attendance below 90%.	Head of Year consults AP	Send a message home or call parents to learn more about the absence. If required, set up a meeting with parents/carers
Stage 3	- Misses a substantial amount of school (e.g attendance below 85%) - A safeguarding concern will immediately move to Stage 4.	Head of Year consult AP	Set up a meeting with parents/carers

Lesson Attendance

Elementary School:

In the Elementary School, morning and afternoon registers are taken.

High School:

Teachers are required to record attendance for every lesson in the High School, where registration must be taken within the first 10 minutes of the lesson, and any missing students must be reported through the Missing Child Policy procedures.

Year 12 & 13 Attendance:

Year 12 and 13 students without scheduled lessons during periods 1 and 2 must sign in at the High School Office. This information will be recorded on iSams.

Addressing Persistent Attendance Concerns:

The Assistant Principals (Character & Wellbeing) will ensure that attendance concerns are addressed by the Heads of Year, with parent meetings arranged when necessary. Persistent issues will be escalated to the Deputy Principals. School counselors may also provide support to students.

Excused Absence:

Absences will be marked as excused when parents/carers provide sufficient documentation supporting

the following reasons (iSams codes):

- Illness: A medical certificate is required after three consecutive days of absence.
- Medical/Dental Appointment
- Other authorised circumstances
 - School Representation
 - Approved Extracurricular Activity: A certificate of participation is required.
 - Compassionate Leave
- Educational Visit or Trip
- Religious Observance

Unauthorised Absences:

- Unauthorised absence
 - No information given
 - Unapproved absences

Absences will be marked as unexcused in the following circumstances:

- Absence without Parent/Carer Notification: When the school has not received communication regarding the student's absence.

Exceptional Leave of Absence

Authorised leave of absence during the academic term will only be granted in exceptional circumstances.

Procedure for Requesting Leave:

Parents or guardians must submit a written request to the Head of School, outlining the exceptional circumstances that require the leave. The Head of School will review each request and decide on the appropriate duration of any approved leave.

In evaluating requests, the Head of School will consider the following factors:

- The nature and severity of the exceptional circumstances.
- Supporting documentation, such as medical certificates.
- The student's attendance record.
- The student's academic progress and ability to recover missed learning.

The Head of School's decision is final.

End of the School Day:

The end of each school day is at 2:50 PM or after CCAs (3:50 PM) for ES and 3:10 PM or after CCAs (4:30 PM) for HS.

All Elementary School students are picked up either by car or by their parents or caregivers from the designated pick-up points. Parents/carers must present their child's name card at pick-up, either an A4 name card or a parent pass card.

High school students will be gathered from the foyer. After school hours, high school students are allowed to walk home independently.

Students from both Elementary and High School who leave before the end of the school day must present a pink slip. During lunchtime, years 12 and 13 students must show a sixth-form pass to the guards. Sixth form students are extended the privilege of remaining in their study room until 4.30 pm, but all other students, if not attending a CCA, must leave the site, including all sports facilities.

Appendix 1

After-School Collection General Guidelines

Time	Actions
2.30 pm	EYFS dismissal
2.50 pm	ES dismissal
3.10 pm	HS dismissal
3.45 pm	ES CCA dismissal
4.30 pm	HS CCA dismissal
4.30 pm	After School Club dismissal. HS Office closes. All HS students picked up. Any remaining HS students must wait in the foyer area. Any students left on site will be asked to wait in the foyer.
5.00 pm	ES Office closes - ES admin support will stay in school until the last ES child has been collected.
5.30 pm	The Admin Office closes.

Appendix 2

Pink Slip - HS & ES



Ever Radiant Sdn Bhd (200901033574)(876687-U)
(formerly known as Tropicana SJI Education Management Sdn. Bhd.)
St. Joseph's Institution International School Malaysia (Tropicana PJ Campus)

PERMISSION SLIP

Name of child:

Year group:

Date of leaving:

Time of leaving:

Reason for leaving early:

Prepared by: (Name)..... (Signature).....

HS Office Stamp:

ISams Register Codes

Register Codes	
/	Present
L	Late
U	Unknown
I	Illness
M	Medical/ Dental appointments
C	Other Authorised Circumstances
V	Educational Visit or Trip
R	Religious Observance 
Q	Not required
A	Unauthorised Absence

Parents pick-up card



6th form parent pass

