



SATIT PRASARNMIT INTERNATIONAL PROGRAMME

176 Soi Sukhumvit 23, Wattana, Klongtoey-nue, Bangkok 10110

Tel. 02260-9621-3 Fax. 02260-9621 ext. 717

Attendance Policy

1. Opening Statement

1.1 The School is committed to upholding the legal requirements for compulsory School attendance.

1.2 The School also recognises that punctuality is a positive and commendable aspect of pupil behaviour and Teachers/Tutors insist upon good time-keeping.

2. Recording attendance and punctuality

2.1 Form Registers: Registers are legal documents and Form Teachers/Tutors are required to maintain them according to the detailed regulations provided on the first day. It is essential that Form Teachers/Tutors keep accurate daily, weekly, termly and annual attendance totals.

2.2 The Form Teacher/Tutor is responsible for the collection and return of the registers to the designated place before and after the morning and afternoon registration periods.

2.3 Seniors register electronically via school base registration; the attendance data is checked daily by the administrator, and contact made with parents of pupils unaccounted for

2.4 Lesson Registers: It is essential that all members of staff take an accurate class register at the start of each lesson in compliance with the terms of the Fire Instructions.

The class register might be requested at any time to check an individual pupil's attendance.

2.5 Attendance Figures: The School base is responsible for providing any attendance figures which may be required by the Headmaster or external bodies (Inspectors).

Designated administrative staff are responsible for extracting weekly totals from registers and supplying the recorded figures to the school base as required (e.g. Form/Year percentages).



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3. Monitoring attendance and punctuality

3.1 Authorisation of Absence: It is essential that the absence of a pupil is verified. This may be done via a phone call with parents by the admin staff (a written record of which is made) or by an email or letter from parents. All records are filed and retained in reception.

3.2 Absconding: Should a pupil go missing during the School day, the appropriate Deputy Headmaster, or if he is unavailable another member of the SMT, will initiate the following:

Check with the School office that they have not signed out for an appointment (e.g. dentist, hospital...).

Check they are not off site with the School (School team, field trip...).

Check they are not having a Music, Speech and Drama, Special Needs or other lesson.

Check they are not with the School nurse. Check Refectory.

Check with pupils in their class/set to see if anyone knows their location.

Check lavatories and changing areas in case they are unwell.

If the pupil is still unaccounted for:

Try ringing their mobile phone (Seniors only).

Enlist the help of support staff to search the School and grounds

(supply photo, if available).

Telephone home/parent to check that they have not taken the child out of School and failed to inform us. Send an e-mail to whole School distribution list asking staff to keep a look out.

Announce that a pupil is missing in the Common Room.

Then: If we have not been able to locate the missing pupil after a reasonable period, normally about an hour, during which all the above have been done, the Deputy Headmaster, normally after consultation with the Headmaster and Bursar, will contact the



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Police (and the police force relevant to the pupil's home address if it is different). The pupil's parents are then informed that we have done this.

NB: The above is dependent on the age and history of the pupil in question.

3.3 Punctuality: Patterns of lateness are followed up by Pastoral Staff, and if persistent become a disciplinary issue.

3.4 Signing Out: Any pupil who wishes to leave School during the school day must be signed out by his/her parent.

4. Procedures for ensuring optimum attendance and punctuality

4.1 The Homeroom teacher will counsel pupils whose attendance gives cause for concern and take appropriate action.

4.2 Form Teachers/Tutors should give the issues of attendance and punctuality a high profile in form period discussions.

4.3 The Deputy Headmasters will interview the parents of any pupil who absconds and may require them to sign a daily report issued to monitor their child's attendance. Other sanctions may be put in place as deemed necessary.

4.4 Pupils who are persistently late without authorisation or legitimate explanation should expect to receive an appropriate sanction.

4.5 Holidays taken during the term are to be actively discouraged. Absence request forms must be completed by parents/guardians and submitted in good time to the Headmaster.

Attendance Policy. In the unfortunate event that a pupil is too ill to attend school for more than 10 working days the following steps should be followed:

1. After 10 working days of continuous absence the office should alert the Deputy Headmaster who will contact the form teacher and the parents to discuss the pupil's situation. The Deputy Headmaster will inform the parents that a note from an appropriate health care



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practitioner will be required in order to authorise the absence if the pupil is going to be absent for more than 15 days.

2. After 15 days a note from an appropriate health care practitioner will be required stating how long the pupil is likely to be absent and suggesting a date or strategy for returning to school.