



ATTENDANCE POLICY AND REGISTRATION PROCEDURES

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Last updated: September 2025

Review date: July 2026

INTRODUCTION

For pupils to benefit fully from the educational opportunities provided by the School, they need to have high levels of attendance and punctuality. Poor attendance increases the risks of educational under-performance, which can negatively affect personal and social development amongst pupils. All students should be in school, on time and ready to learn and all teachers should keep accurate attendance records for their classes / tutor groups. Poor attendance could be the indicators of unmet learning needs, mental health concerns or, in more serious circumstances, abuse. All staff have a duty to know where children are at all times.

This policy aims to provide a clear framework that:

- complies with statutory requirements;
- promotes high levels of attendance and punctuality of pupils;;
- outlines procedures for identifying and addressing situations where pupils fail to attend regularly or punctually.

The policy should be read in conjunction with the School's [Missing Child Policy for either Primary or Secondary](#).

STATUTORY FRAMEWORK

The School complies with local requirements and also follows the guidance published by the Independent Schools Inspectorate (ISI) in its Commentary on the Standards for British schools overseas (September 2018).

RESPONSIBILITIES OF PARENTS

Parents with a child of compulsory school age have a legal duty to make sure that their child receives suitable full-time education. In Switzerland, education is compulsory between the ages of 4 and 16.

Parents are responsible for informing the School on any occasion when their child is unable to attend due to illness or other medical reasons, or is expected to arrive late, providing the reason for non-attendance or late arrival. This should be done by sending an e-mail to admin@geschool.ch for primary and secondary@geschool.ch for secondary as far as possible in advance, and at the latest by the time of morning registration (see below). For an absence due to illness of more than three days, a medical note or certificate must be provided.

We ask that parents do all that they can to avoid unnecessary school absences, making medical and dental appointments etc outside of school hours where possible. We also ask that parents do not take their children out of school for holidays during term time. Parents wishing to take their child out of School for exceptional reasons (such as attending a funeral or wedding, religious observance, elective surgery, involvement in a regional or national competition, or for a one-off educational or family opportunity) must seek authorisation for the absence from the School by writing to the Director General via her PA (e-mail: pahead@geschool.ch), explaining clearly the reason for the request and giving as much notice as possible.

Retrospective requests will not be accepted and the time taken out of school will be recorded as unauthorised absence. Last minute requests may also not be accepted, unless there is a good reason why sufficient notice could not be given.

When deciding whether to authorise an absence, the Director General (or in her absence the relevant Head of School) will take into account:

- Previous attendance record;

- Age of the pupil;
- Purpose of the leave;
- Ability of the pupil to keep up or catch up with work;
- Frequency of previous similar requests.

The Director General (or in her absence the relevant Head of School) or her PA will confirm by email whether the circumstances meet the definition of exceptional circumstances for which leave of absence may be granted by the School.

If permission for leave of absence is not given, but the pupil is nonetheless absent, the absence will be recorded as unauthorised. Parents should be advised that this may adversely affect their child's overall attendance history when references need to be provided. The School will inform the Geneva Department for Education if a pupil has had more than 10 days' of unauthorised absence in any academic year and will also provide this information in references to other schools.

Parents have a responsibility to ensure their children attend school when they are fit and well and arrive at school in time for registration each day during term time. By 08:30, children should be in their classrooms ready to learn.

Leaving the school during the day

If, for any reason, a pupil needs to leave the school site during the school day, parents must first seek permission, in the form of a written note or email, from the School Office. Unless special arrangements have been made with the parents, pupils must not leave the school site during the day unless accompanied by a known, trusted adult. Any pupil who leaves the school site during the school day must be signed out at the School Office by a parent and be signed in again on their return.

Whilst the school understands that parents may need to take students out during the school day, we will not facilitate early departures for flights and other activities, especially at the end of term and will record families that regularly request such leave. In these circumstances the Primary School Office will not collect students from class to allow early departures the week before any school holiday.

Failure to attend school regularly or punctually, or failing to attend registration without good reason, or leaving the school site without permission constitute breaches of the School's Behaviour and Discipline Policy and may lead to disciplinary action.

RESPONSIBILITIES OF PARENTS

1. To ensure that their child(ren) is in school and on time.
2. To let the school know as soon as possible if their child is going to be absent.
3. To give ample notice if leave in term time is required.
4. When parents or guardians are to be away from home overnight during term, they are required to inform the School of the name and contact number of a temporary guardian. This information should be provided in advance to the School Office.

RESPONSIBILITIES OF THE SCHOOL

The School has a responsibility to take and maintain an accurate attendance register of all pupils twice every day during term time: once at the beginning of the morning session and once at the beginning of the afternoon session. Every entry in the attendance register must be kept for a period of three years after the date on which the entry was made. A back-up copy of the attendance register is kept

electronically every month and will also be retained for three years.

The School may inform the police and/or the SSEJ if a single absence raises child protection concerns (see the School's [Missing Pupil Policy](#) and [Safeguarding and Child Protection Policy](#))

Before a pupil of compulsory school age is deleted from the admission and attendance registers, the School will take all reasonable measures to ascertain and be in contact with the next school. This is a key safeguarding requirement and one the school will follow strictly.

RESPONSIBILITIES OF TEACHERS

- An accurate register must be taken at the beginning of the morning and afternoon period. Any missing students must be reported to the School Office. At Primary and Secondary the Google chat system can be used for this.
- At Secondary school, every lesson a register must be taken. Missing children should be followed up on the Google chat feature.
- Staff that fail to complete registers on time and accurately will be spoken to by their line manager. Persistent failure to complete registers on time and accurately will result in disciplinary action against the member of staff.

ARRANGEMENTS FOR PUPILS TO CATCH UP ON WORK MISSED DURING ABSENCE

It is the responsibility of the parent to ascertain from their child's teachers the details of work that will be done during their absence and to ensure their child keeps up with this work to the best of their ability. **The school will not set work for any holiday taken in term time or any unauthorised absence.**

REGISTRATION PROCEDURE – PRIMARY

Morning Registration

- Class teachers who teach the first lesson of the day have responsibility for registering the pupils in their class in the morning. Pupils should be at school before 08:30 (Reception to Year 6).
- Teachers must register pupils as either Present (/), Absent: no reason yet provided (N) or use the codes for an off-site visit.
- Pupils must not be registered present unless they are physically present and seen by the teacher during registration.
- Registration should be completed before 09:10 (Pre-school) and 08:40 (Reception –Year 6).
- Pupils who arrive to their classroom late (after the bell for 08:30) must be marked as late or sent to the School Office to register their presence and explain their lateness. Teachers should check with any pupil who arrives after 08:30 that this has been done.
- At 08:50 the School Office begins to check all register entries of N and converts them, as appropriate, to other official registration codes, including L for late.
- For any remaining unexplained absences, the School Office will:
 - o check that the pupil is not in the classroom;
 - o make contact with parents or guardians to ascertain the reason for absence;
 - o follow the Missing Child Policy if there is still no known reason for the absence.
- The Office Administrator responsible for registration on that morning collates data for Early Years, Primary and Secondary and sends an e-mail summarising registration data for pupils absent from school on that day. All

teachers should open this e-mail and use it for reference when monitoring attendance at lessons for the rest of the day, and for afternoon registration.

Afternoon Registration

- At 13:20, teachers must register pupils as either Present (/), Absent: no reason yet provided (N), or use another official registration code taken from the morning registration.
- If a pupil arrives after the teacher has closed the register, the pupil will be required to:
 - o give an explanation for his/her late arrival to the lesson (see also below);
 - o go to the School Office to report that s/he was late for afternoon registration.
- At 13:30 the Office Administrator checks the afternoon registers and converts entries of N, as appropriate, to other official registration codes.
- For any remaining unexplained absences, the Office Administrator will:
 - o check that the pupil is not in the classroom and talk to the Class Teacher;
 - o follow the Missing Child Policy if there is still no known reason for the absence.
- Pre-school pupils attending afternoon sessions will be registered before 13:10

Head Counts

Teachers take regular head counts of pupils throughout the day. Head counts take place after breaktime and at the start of any lesson which is being carried out by a specialist teacher. Any unexplained absences must be reported without delay to the School Office. Teachers must not take explanations from other pupils on trust.

The Office Administrator will follow up any unexplained absence and will report any that cannot be resolved to the Head of School, who will assess the situation and decide whether to follow the Missing Child Policy.

Registration of attendance at after-school clubs

- Lists of pupils who have opted for the different after-school clubs are published to staff.
- Pupils have committed to these activities for the full term and are expected to attend, unless their Parents have excused their child by informing the Office and club leader in advance or they are absent from school.
- Activity leaders take a register at the beginning of the activity. They check the End of Day arrangements group and then contact the Office if a child they are expecting does not attend the club.
- As with morning, afternoon and lesson registration, activity leaders must not take the explanations of absence from other pupils on trust and should only mark as present those who are physically present at the beginning of the activity.
- Any unexplained absences should be reported to the Office Administrator, who will investigate the circumstances and if necessary, consult with the Head of School, who will decide whether to follow the Missing Child Policy.

SANCTIONS FOR LATENESS

It is the responsibility of class teachers to track any lateness to school of their students.

If a pupil is persistently late arriving at school (usually more than three times in a

half-term), the class teacher will inform his/her parents and may ask them to come into school to discuss the issue. If the problem persists the class teacher should take the information to the Head of School, who will write formally to the parents.

REGISTRATION PROCEDURE – SECONDARY

At the secondary campus lesson by lesson registration takes place. All staff take a register on iSAMS each lesson. The morning and period 5 registration marks are taken as formal registers for attendance statistics.

Morning Registration

- Tutors have responsibility for registering the pupils in their tutor group in the morning. Pupils should be at school before 8:25. When the bell sounds at 08:25, pupils should move immediately to their classrooms, so that they are present when registration begins at 8:30.
- Tutors must register pupils either Present (Yes) or Absent (No).
- Pupils must not be registered present unless they are physically present and seen by the tutor during registration.
- Registration should be completed before 08:35.
- Pupils who arrive late to their classroom must sign in late at the School office to register their presence and explain their lateness. Teachers should check with any pupil who arrives to tutor time, or period 1, after 08:30 that this has been done.
- At 08:40 the Secondary Office Administrator checks all register entries and inputs the appropriate official registration codes.
- For any remaining unexplained absences, the Secondary Office Administrator will:
 - Check that the pupil is not in the classroom for period 1;
 - Call parents or guardians to ascertain the reason for absence;
 - Follow the Missing Child Policy if there is still no known reason for the absence.
- Information on absences is distributed to all staff by email after morning registration. Staff should consult this and use the information when monitoring attendance in lessons. A printed copy of the daily absence register is held at Reception.

Afternoon Registration

- At 13:40, period 5 teachers must register pupils as either Present (Yes) or Absent (No).
- If a pupil arrives after the teacher has closed the register (which should be before 13:45) the pupil will be required to:
- Sign in the teacher's late book, giving an explanation for his/her late arrival to the lesson (see also below);
- Go to the Secondary Office Administrator to report that s/he was late for afternoon registration.
- At 13:45, the Secondary Office Administrator checks the afternoon registers and converts absent, as appropriate, to other official registration codes.
- For any remaining unexplained absences, the Secondary Office Administrator will:
 - Check that the pupil is not in the classroom for period 5;
 - Make contact with parents or guardians to ascertain the reason for absence;
 - Follow the Missing Child Policy if there is still no known reason for the absence.

Lesson registration

- Teachers must take a register on iSAMS every lesson. As with morning and afternoon registration the child is only present if they are seen by the staff member,
- This must be completed within the first 5 minutes of the lesson and any child missing must be flagged on the secondary missing child google chat group.
- This will be picked up by the Office and the missing child protocol may be put into place.

Registration of attendance at after-school clubs

The register of pupils who have opted for the different after-school clubs are on iSAMS. Pupils have committed to these activities for the full term and are expected to attend, unless they have excused themselves by seeing the teacher in charge in advance. Teachers should take a register at the beginning of the activity. As with morning, afternoon and lesson registration, teachers must not take the explanations of absence from other pupils on trust and should only mark as present those who are physically present at the beginning of the activity. Any unexplained absences should be reported to the Secondary Office, who will investigate the circumstances and, if necessary, consult with the Head of School, who will decide whether to follow the Missing Child Policy.

LATE ARRIVAL AT SCHOOL

It is the responsibility of tutors to track any lateness to school of their tutees. If a pupil is persistently late arriving at school (usually more than three times in a half-term), the tutor will inform his/her parents and may ask them to come into school to discuss the issue. If the problem persists, formal school sanctions, including detention, may be applied.

RESPONSIBILITIES OF SECONDARY PUPILS

Pupils have a responsibility to attend school when they are fit and well and to arrive at school in time for registration each day during term time.

If, for any reason, a pupil needs to leave the school site during the school day, s/he must have written permission from their parents. The pupil must inform the Secondary Office Administrator. Unless special arrangements have been made with the parents, pupils must not leave the school site during the day unaccompanied by a known, trusted adult. Any pupil who leaves the school site during the school day must sign out at the School Office and sign in again on their return.

Failure to attend school regularly or punctually, or failing to attend registration without good reason, or leaving the school site without permission constitute breaches of the School's Behaviour and Discipline Policy and may lead to disciplinary action being taken.

ARRANGEMENTS FOR PUPILS TO CATCH UP ON WORK MISSED DURING ABSENCE

It is the responsibility of the pupil to ascertain from their teachers the details of work that will be done during their absence and to keep up with this work to the best of their ability. **The school will not set work for unauthorised absences including extended holidays in term time or at other points when school is open and lessons running.**