



# THE CODRINGTON SCHOOL

## THE INTERNATIONAL SCHOOL OF BARBADOS

### **Attendance Policy**

#### **Policy**

The expectation is that all students are in school, each day school is in session. The school is fully aware, supportive and understands that students become ill, have family emergencies and unexpected things do come up from time to time but please be aware that we maintain a minimum attendance requirement of 90 % for each student to successfully complete the academic year.

Promotion to the next year level in June is reviewed if a student falls below this expectation for whatever reason.

#### **Why Attendance is important**

Learning at Codrington is very interactive, requiring engagement and participation of the students with the teacher and each other during class. This is adversely affected when a student is absent or habitually late – not only for that student, but for the dynamics of the entire class both during their absence as well as upon their return, when time is taken to reintegrate them into the learning context of the class. Additionally, somewhat exclusive to the small class sizes at Codrington, is that absences can have a significant impact on group projects, student collaborations, group presentations, assessments etc. and potentially hold up the class. A teacher may have to reschedule a hands-on learning experience until a full class is present.

Supplemental work can help make up the lost work, but cannot replicate the discussions led by the teacher, questions raised by other students or the activities conducted in class. In Primary School the consequences of student absence are exacerbated by the trans-disciplinary nature of the PYP, where every lesson, every day, is linked in some way. The sequence of learning is meticulously planned by teachers to ensure continuity, connectivity and scaffolding in student knowledge and understanding.

School is not just a space for academic learning, it is where children cultivate social skills, form meaningful friendships, and develop a sense of responsibility and belonging that will serve them well throughout their lives. As we progress through the school year, we urge you to prioritize regular attendance to ensure that your child can reap the full benefits of the comprehensive educational experience that Codrington strives to offer.

## **Types of Absences**

**Excused** – are times away from school that are “authorized” by the school or absence due to illness which is supported by a doctor’s note.

**Unexcused** – are those which the school does not consider reasonable and for which no “leave” has been granted

**Medical/Dental Appointments** - Parents should make every effort to ensure these appointments are made outside school hours. Where it cannot be avoided, children should attend school for as much of that day as possible.

## ***Persistent Absenteeism***

A pupil becomes a ‘persistent absentee’ when they miss 10% or more schooling across the academic year for whatever reason. Absence at this level are likely to considerably affect a student’s educational success and the respective Heads of School will communicate with the parents to address the absenteeism and expect the parent’s fullest support and co-operation to tackling the issue.

In such cases, the school reserves the right to require a student to retake courses or to repeat a year. More unusually, the student will not be invited to return for the next academic year.

## ***Absence Procedures***

**If a student is absent their parent must:** ·

- Note the absence and reason into ManageBac for Secondary students or email the class teacher (and CC Mr. Rob) for Primary students.
- Provide the Head of School, Form/Class Tutor and Ms. Sabrina with any pertinent Doctors notes.

## ***Contact Information***

There are times when we need to contact parents about many things, including absence, therefore we need to have accurate contact numbers or email addresses at all times. It is vital that parents ensure that their contact information (telephone and email) is always up to date in the *Parent Portal*.

## ***Lateness***

Poor punctuality is not acceptable. If a student misses the start of the day, they can miss learning experiences and do not spend time with their class teacher getting vital



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information for the day. Late arriving students also disrupt lessons, which can be embarrassing for the child and encourage further absences.

The school day starts at **8:00am** and we expect all students to be in class at that time. If a student has a persistent late record, parents will be asked to meet with the respective Head of School to resolve the problem.