Attendance and Punctuality Policy

At QIS, we want every student to feel settled, supported, and able to make the most of each school day. Regular attendance and punctuality help students maintain positive routines, feel connected to school life, and make consistent progress in their learning. Arriving late, leaving early or missing school can result in valuable learning time being lost. This summarises the key expectations from our Attendance and Punctuality Policy so that families and the school can work together to support every student's wellbeing and success.

QIS expects every student to:

- Attend school every day unless there is a valid reason for absence.
- Arrive before 6:50am, ready for registration.
- Attend all lessons in full and move promptly between classrooms.
- Aim for attendance of at least 95%.

Students arriving at or after 7:00am or leaving early before the end of the day, must report to the relevant school administration office

Parents will receive an automated notification when their child is recorded as late.

If your child arrives at school late (after 6:50am), this is recorded, and followed up, as outlined in the full attendance and punctuality policy as found on the school website.

If late arrivals persist after both student and parents have been given chances to rectify this behaviour, the senior management of the school reserves the right to add a day's absence to a student's attendance record for every 3 late arrivals moving forward. This will be recorded and reported on school reports issued to parents.

The same will apply for early departures, with a day's absence applied for every 3 early departures, a combination of three late arrivals and/or early departures will also result in one day of absence.

Reporting an Absence

If your child is absent, please notify the child's class teacher/form tutor or attendance officer by 7:15am on the first day of absence and on each subsequent day. Notifications can be made by email (harbr@qis.org) or by telephone (extension 414). Parents should provide a reason for the absence and supporting documentation, such as a medical certificate. All absences, including authorised absences, affect a student's overall attendance percentage.

Medical Appointments and Early Collection

Students should remain in school for the full school day. Early collection will only be permitted in a genuine emergency or an essential appointment that cannot reasonably be arranged outside school hours. Wherever possible, families should schedule appointments outside the school day to protect their child's learning time.

- **Planned early collection:** Requests must be submitted through the Parent App at least 24 hours in advance. Appropriate supporting documentation, such as confirmation of a medical appointment, must be provided where applicable.
- **Unplanned early collection:** For an unexpected early departure, parents must notify the school at least one hour before arriving. This allows staff sufficient time to locate the student and arrange a safe and efficient release.
- **Prior notification:** Students will only be released early when the school has received prior notification from an authorised parent or guardian. Students must be collected by an authorised adult, such as a parent, nanny or approved driver.
- **End-of-day restriction:** Students will not be released early after 12:15pm. Any requests received after this time will need to wait until the regular end of the school day.
- **Non-essential requests:** Students cannot be collected early simply because a parent or guardian has finished work early or because it is more convenient to collect them before the end of the school day.
- **Emergencies:** We understand that genuine emergencies may arise. These will be considered individually and handled with appropriate flexibility.

Holidays and Other Leave

Family holidays taken during term time will be recorded as absence. Requests for religious leave should be submitted in writing at least one week in advance. Leaving school early to catch a flight or to collect or drop off someone at the airport is not considered a valid reason for early departure.

Monitoring and Reporting

Parents should regularly check the SIMS Parent App to monitor their child's attendance and punctuality.

In addition to this, parents will receive:

- An automated notification by 8:00am if their child has not arrived at school and the school has not received a reason for the absence.
- An automated notification if their child arrives late and is recorded as late to Registration or Tutor Time.
- Further contact from the Class Teacher or Form Tutor if an absence remains unexplained or if patterns of absence or lateness cause concern.
- A letter at the end of the term if their child's attendance since the beginning of the academic year is 85% or below.

These notifications also help safeguard students by ensuring that parents are aware when their child has not arrived at school or arrived late. Attendance information will be included in school reports so that families can monitor their child's record and work with the school to address any concerns.

Students with attendance of 85% or below may be at risk of repeating the school year. Extenuating circumstances, such as a medical condition supported by appropriate documentation, will be considered by the Senior Management Team. Year 12 and Year 13 students must maintain attendance above 85% to be invited to the annual graduation.

Thank you for working in partnership with QIS to support every student's attendance, wellbeing, and learning.