REIGATE GRAMMAR SCHOOL
VIETNAM

Attendance & Registration Policy

Policy Author: Educational Leadership Team

Date Approved by Governing Body: February 2025

Introduction

For each Pupil at Reigate Grammar School Vietnam to reach their full educational potential a high level of school attendance is essential. Pupils are expected to attend school regularly and to be on time in order to receive the maximum benefit from the instructional programme and to develop habits of punctuality, self-discipline, and responsibility. There is a direct relationship between good attendance and school success, therefore we ask parents to make every possible effort to plan family vacations as per the school calendar.

1. The School Day

The school opens at **8.00am** and is normally open until **5.00pm**. Your son or daughter must be at school **by 8.20am at the latest** and normal lessons finish at 4.05pm. No Pupils should be on school premises outside these hours or during school holidays unless engaged in a school activity, in the school library or supervised by a member of staff.

The School Library is open from 8.00am until 5.00pm, giving Pupils the opportunity to begin homework at school before returning home. Pupils may remain on site from 4.05pm until 5.00pm but should wait in the Registrar's office. Please note that any Pupil using the School Library at the start of the day MUST arrive promptly to their form room for registration by 8.20am.

Please note that, although staff are on site, Pupils will not be directly supervised before or after school. Unless engaged in a school activity, all Pupils must be collected by 5.00pm.

2. The School Year and Absence Requests

Semester dates are published and shared in advance and may be found on the school website. The school offers long holidays. **We therefore ask you not to take your son or daughter out of school during term time.**

If you need to request absence for **routine appointments** please phone or email the relevant Office and also at the end of this policy, and email it to the relevant school office (prep.office@reigategrammar.edu.vn / secondary.office@reigategrammar.edu.vn with a copy to the Form Tutor; submitted at least 3 days in advance. On the day in question your child should sign out and collect a blue slip from the relevant school office where the form will be checked. They must sign back in with the relevant school office when they return to school. If it is for a full day then on the day of the absence please send an official notice via email to or contact the Primary School Office or Secondary School Office where the student is relevant.

Inter-school fixtures and other activities that take place on Saturdays: boys and girls are required to be available if selected to represent the school. If you wish to remove your daughter or son from a school fixture, you must give the relevant sports coach at least two weeks' notice via a written email.

Routine Absence: For the sake of their child's learning, the School asks parents to make every effort to arrange appointments outside the school day. If this is really not possible, please email absence requests to the relevant School Office who will usually authorise and note this absence, where possible the relevant office will add an authorised absence detailing the issue and expected return to school date.

Exceptional Absence: It is not normally appropriate to request absence for special social events or family holidays, especially in years where there will be a public examination. However, sometimes discretionary authorised absence will be granted, if it has not been requested previously, for an exceptional reason. This might include attendance at a funeral, wedding of an immediate family member, or exceptional pre-approved educational activity. Absences will not usually be authorised for family holidays during term time. If there are

exceptional reasons why a family holiday may overlap with term time, then please use this form to request authorisation, before arrangements have been made, from the Head of Primary/Secondary explaining the reasons. Absences will also not be authorised for other activities such as driving lessons or paid work. Work experience should be arranged outside of school hours. Where possible the relevant office will add an authorised absence detailing the issue and expected return to school date.

Circumstances beyond the family's control may require a Pupil to be absent for an extended period of time. In such cases, the teacher will provide work, for no longer than 2 weeks, for the Pupil to complete while on leave. This will not include any live online sessions. However, whenever possible, the school should be provided with at least one week's notice of the planned leave. Work missed needs to be returned to the teacher as early as possible, and work not made up will affect the Pupil's semester grade. Any Pupil attending other schools during periods they are absent will be asked to verify their attendance with records. Where possible the relevant office will add an authorised absence detailing the issue and expected return to school date.

If a Pupil misses 20 or more days of school throughout the year for a non-authorised reason, e.g. taking an extended holiday, the school reserves the right to refuse them entry into the next year group at the end of the year. This might mean having the option of repeating the year or leaving the school. Prolonged and/or frequent absences may be investigated as a Safeguarding & Child Protection concern, as a Pupil going missing from education is a potential indicator of abuse or neglect.

3. Absence through illness

If your child is unable to come to school through illness, please send a message via email to the relevant school office (prep.office@reigategrammar.edu.vn / secondary.office@reigategrammar.edu.vn) detailing the issue and expected return to school date, **CC the form tutor by email** or telephone the relevant school office **by 8.20am** on *each morning of absence* explaining the reason for absence. Please provide a medical certificate after a continuous absence of more than THREE days. Medical certificates are compulsory if absent from an external/internal examination or assessment submission deadline day. **If you do not do this, you will be contacted by the school so that we may be sure your child is safe.**

If your child is **unwell during the school day**, he/she should report to the relevant School Office to be assessed by the School nurse. If necessary, the relevant School Office will contact you to discuss the problem. Pupils **must not** contact their parents and ask to be taken home without going to the relevant School Office first.

When your child returns after an absence, please send a note stating the reason. After an absence for illness of more than THREE DAYS, we require a MEDICAL CERTIFICATE. Please send this on the first day of your child's return to school.

If your child is absent due to vomiting and/or diarrhoea then they must remain away from school for **48 hours** following their last episode.

If your child has a serious medical condition (for example one of the following, although this is not an exhaustive list: a severe allergy, asthma, epilepsy, diabetes, depression), has recently been in contact with or had diagnosed any contagious condition or has had major surgery, it is essential that you inform the school immediately, so that we may take any necessary steps to ensure the welfare of your child whilst on school premises or involved in school activities. We may ask for your assistance in writing a care plan and risk assessment including any recommendations from the health professionals involved with caring for your child prior to their return to school.

4. Concerns around absence or lateness

Where we have any concerns around patterns of absence or lateness, we will invite the parents of the Pupil to discuss with a member of the pastoral team what the cause might be. It is important that the school can work with parents to help resolve any health worries or indeed other concerns that may be causing a Pupil to not attend, or be late for, school. There is a range of support that we can put in place at school, such as extra help with academic work, mentoring, or indeed a referral to an outside agency.

Pupils who are absent or late **three** times during a half-term without good reason; parents will be informed in writing with an Absence or Lateness letter. If there are on-going issues around absence or late arrival at school, then parents will be invited in to speak to the Pastoral Leader or relevant Educational Leadership Team member to discuss how to resolve this.

We reserve the right to challenge parents' statements about a Pupil's absence and to seek additional evidence if we have concerns. This evidence could include the following as examples: a conversation between a member of our pastoral team with the health professional caring for the Pupil, confirmation of an appointment from the surgery attended by the Pupil, a note or email from a doctor or other healthcare professional.

Please do not hesitate to contact us if you have any worries regarding your child's attendance.

5. Unexplained absence

Whenever a Pupil is absent from school and their parents have not told the school the reason for the absence, we will mark the absence as unauthorised until we have received a satisfactory explanation.

6. Registration

All Pupils are required by law to register each morning and this is normally carried out by Form Tutors at 8.20am. Any student who misses up to 25% of a school day will have their official registration marked as EXCUSED (school-authorised absence) or ABSENT (unauthorised absence).

We use our own RGSV codes to record attendance and absence. A copy of these codes, and our use of them, is provided in ***Appendix 1***.

Any Pupil arriving after the register has been taken but before the end of the registration period will be entered as LATE. Pupils who are missing from Morning Registration without a valid reason are registered by their Form Tutor with an ABSENT which is updated by the relevant school office with a more appropriate code once the reason for absence has been established and approval sought from the appropriate member of the Educational Leadership Team, usually the Head of section.

All Pupils leaving school because of illness, doctor's appointments or other approved absences are required to sign out at the relevant School Office to obtain a blue slip and in again on their return, if pertinent. Any Pupil arriving late to school, i.e. after 8.30am, must also sign in at the relevant School Office on their arrival to obtain a pink slip.

Pupils may not leave the school premises during the school day except with specific permission from a member of staff or with a written request from a parent.

NB: The registration period is as follows:

- **Morning Registration: 8.20-8.30am**

After the morning registration session has closed, the relevant School Office will run a report to show any Pupils with an unexplained absence. The relevant School Office will then ring the Pupil's parents to find out where the Pupil is and to ensure their safety.

In order to save unnecessary phone calls and anxiety it is CRUCIAL for all Pupils to register with their Form Tutor or if they are late to arrive at school, they must sign in at the relevant School Office and obtain a pink slip so they are accounted for. Pupils must NOT go directly to their lessons without first signing in with the relevant School Office.

7. Attendance Procedures

Step 1:

- For non-bus pupils: At 8.00am, the Primary office/Secondary office staff will check attendance of pupils as they enter via the non-bus door.
- For pupils who come by bus: The bus monitors of each bus will check the attendance of pupils and inform the Registrar Office, including those who are absent or not going by bus on that day. The Registrar department will record accordingly and make a Daily Bus report to the relevant offices.

Step 2

- From 8:20am to 8:30am, for the registration session, Form teachers will check attendance for their classes and record on the iSAMS platform.

Step 3

- At 8:30am, Primary Office staff will visit each Primary classroom to check the Primary pupils' attendance and then review and adjust iSAMS records to ensure the correct information.
- From 8.30am, any Secondary pupil who is late must collect a pink late slip from the Secondary Office before entering their lesson.
    - All subject teachers in the secondary school are required to take attendance within the first 10 minutes of the lesson, also recording the arrival time of the students who have arrived late with a pink slip.

Step 4

- Primary Office staff double-check with Primary FT teachers, TAs and Registrar Office for the reason why a Primary pupil is absent.
- For pupils where there is no reason given for their absence, the Primary Office/Secondary Office will contact their families to gain this information and let their FT teachers and relevant departments know accordingly. They will also ensure the iSAMS ***Attendance Registrations (OOS function)*** is submitted to ensure all can see on their iSAMS register. Pupils are only EXCUSED (authorised absence) with permission from the Head of section. The Primary/Secondary Office will communicate this always to teachers and parents.
- At 9am, the Primary office/Secondary Office staff will compile and make a Daily Attendance report to the relevant department.

8. Monitoring Attendance through the day

Teachers are expected to complete their online registers on iSAMS within the first 10 minutes of every lesson; if a Pupil is absent with no valid reason, they should report absentees from lessons immediately to the relevant school office (by email, phone or by sending a Pupil with a message) so that the relevant school office can chase up the Pupil. The register should be left open for the duration of the period and any Pupil attendance updates made.

If in doubt, a teacher should mark a Pupil as ABSENT. Some Pupils may go to the nurse without telling anyone, so the Nurse will tell staff via email. If a teacher has not heard anything official, please contact the relevant school office or phone Head of Prep/Secondary immediately.

If a Pupil arrives after the first 5 minutes, the Pupil is LATE. The teacher should record how late and put the reason, such as "Gone to toilet".

PUPILS ARRIVING LATE OR LEAVING SCHOOL DURING THE COURSE OF THE DAY

The LATE ARRIVAL slip (PINK slip) can be collected at either:
- 1st station: Primary Office on 1st floor - 2nd station: two Secondary Offices on 2nd and 3rd floor

Please be reminded that pupils coming to school late MUST have that PINK slip in order to get in the classrooms. Otherwise, please send them to the closest station among the 2 above.

For LEAVING EARLY slip (BLUE slip), only the Registrar Office can issue that slip after receiving confirmation from the two Office sections as such absence requires approval/authorisation from the relevant Head of section. Accordingly, the Registrar & the Gate security team should not allow students to walk out of school campus without that slip. Otherwise they must be sent back to the Secondary Office to get approval. This slip should be applied with even cases of students leaving with parents.
Does not apply to leaving early for sports fixtures.

9. Inspections

The school will periodically be subject to inspections from local and international authorities and part of this inspection will be the scrutiny of our attendance registers. The School will need to provide access to our registers. Please note that the inspectors are bound by confidentiality and legislation not to share information inappropriately.

ISAMS is backed up regularly and the register backups are stored securely and are open to inspection for three years.

10. Vietnam Immigration Department

When visas are issued to Pupils to study at a school in Vietnam, there is an expectation that the Pupil will attend that school when it is in session. We have a responsibility to inform the Vietnam Immigration Department of periods of extended or unexplained absence from school. We must comply with any request for information from the Vietnam Immigration Department or Ministry of Public Security on a Pupil's attendance.

11. Safeguarding

We are required to inform the relevant authorities of any Pupil who is absent for more than 10 days without good reason (i.e. the absence is unauthorised). We must also inform the relevant authorities of Pupils with patterns of unauthorised absence.

12. Deletions from the Attendance Register

Pupils may not be deleted from the attendance register until they have been deleted from the Admissions Register upon successful completion of the withdrawal process.

Appendix 1 – RGS Registration Codes & Staff Responsibilities of their use

CODES

- PRESENT (attending session)
- ABSENT (unknown/unauthorised absence from session)
- LATE (was more than 10 minutes late for session)
- EXCUSED (authorised out of school)

STAFF RESPONSIBILITIES

- CLASS TEACHER responsible to mark on iSAMS within the first 5 minutes of the lesson. They may make adjustments only from ABSENT to LATE if the Pupil appears during the lesson. They are responsible for sending a Lateness Concern Letter if a Pupil is late 3 times or more in a half-term. If there is an attendance issue, they must speak directly to their Head of Department and the Pupil's Form Tutor.
- FORM TUTOR responsible to mark on iSAMS within the first 5 minutes of lesson. They may make adjustments only from ABSENT to LATE if the Pupil appears during the lesson. They are responsible for tracking their tutor group's attendance and sending a Lateness Concern Letter if a Pupil is late for Morning Registration 3 times or more in a half-term (not if on school transport) or Absence Concern Letter for other issues (such as consistently absent for other lessons, as informed by classroom teachers).
- OFFICE STAFF: responsible for updating iSAMS registration. They may make adjustments only from ABSENT to LATE if the Pupil has collected a pink late slip. They must also note in the Paper (fire) register, and inform ELT, FT & affected class teachers if a Pupil leaves during the school day. They may NOT change ABSENT to PRESENT because we need a record of all late attendees. They must also inform ELT, FT & affected class teachers, if a Pupil leaves during the school day. Excused and unexcused absences can be confirmed with the head of section after the first period if necessary, and should not delay the initial report.
- HEAD OF SECTION / EDUCATIONAL LEADERSHIP TEAM: responsible for the approval of EXCUSED authorised absences. They will direct the office or teacher to update any relevant registers.

Appendix 2 – Attendance Concern Letter

SECONDARY SCHOOL WELLBEING

Attendance Concerns

Date:.....

Dear NAME OF PARENTS OF PUPIL,

At RGSV, we recognise the importance of the very clear relationship between regular school attendance and their academic achievement. We believe that with good attendance records pupils benefit from:

- A continuity of learning
- Maintaining friendships
- Improved examination performance
- Development of good habits for further education and employment

Your son/daughter, NAME OF PUPIL currently holds NUMBER% attendance (calculated from the beginning of this academic year to the current date). It is of vital importance that NAME OF PUPIL takes advantage of his/her education and strives to improve his/her attendance moving forward.

As a school we recognise that due to illness and other reasons attending school is not always easy or in fact possible for Pupils but we do ask that you support us in improving NAME OF PUPIL attendance as the year progresses.

Please be reminded that the School Office should be notified of any Pupil absences and reasons for this promptly.

We appreciate your support in keeping absences to a minimum so that we can prepare NAME OF PUPIL effectively for their future.

If you would like to see me to discuss this matter, please do not hesitate to make an appointment.

Yours sincerely,

.....
Form Tutor/Pastoral Leader

..... ✂ .....

Dear .....,

Following receipt of your letter, I am now aware of ..... attendance issues.

Parent's signature .....

Parent's name ..... Date.....

Appendix 3 – Lateness Concern Letter

SECONDARY SCHOOL WELLBEING

Lateness concerns

Date:.....

Dear parent(s),

I am writing to let you know that it has been noted that your son/daughter has been late to school on three or more occasions this half-term, and I ask you speak to him/her about this and help him/her to rectify this tardiness.

All Pupils are expected to commence the school day no later than 8.20am each morning with Morning Registration and Preparation for Learning. At this time, the attendance register is taken, general announcements are made, reply slips are collected, urgent information is communicated to Pupils from teachers and the Student Council, and form tutors can have conversations with Pupils about their progress. Time is allocated for them to visit lockers in order to prepare books and materials for morning lessons before classes commence.

Pupils who arrive late may not be admitted to their lockers, since they may be disturbing other classes; they lose an invaluable opportunity to prepare for the day ahead, and their untimely arrival will often disrupt their first lesson. Punctuality is an important skill in life and we instil this into our Pupils as we prepare them for the 'real world'.

So that I know you have received this letter, kindly sign and date the reply slip below and return it to me as soon as possible.

If you would like to see me to discuss this matter, please do not hesitate to make an appointment.

Yours sincerely,

.....

Form Tutor/Pastoral Leader

..... ✂ .....

Dear .....,

Following receipt of your letter, I am now aware that ..... is disrupting morning procedures due to repeated lateness.

Parent's signature .....

Parent's name ..... Date.....