



PUPIL ATTENDANCE POLICY

Policy Statement

At Oakland International British School, we prioritize the importance of regular school attendance as fundamental to academic success, personal development, and overall well-being. We expect all pupils to attend every day when the school is in session so long as they are fit and healthy enough to do so. Through effective communication, support mechanisms, and collaborative efforts with parents/guardians, we aim to ensure that every pupil has the opportunity to maximize their learning potential and thrive academically, socially, and emotionally. This policy underscores our dedication to nurturing a school environment that values attendance as a cornerstone of academic excellence and holistic development.

Aim

This attendance policy aims to promote a culture of punctuality, engagement, and accountability among our pupils, in alignment with our commitment to providing a high-quality educational experience. We recognize that consistent attendance fosters continuity of learning, social integration, and positive academic outcomes. Therefore, we expect all pupils to attend school regularly, arrive on time for lessons, and actively participate in their educational journey.

The Daily Routine: Timing of the School Day

CLASS	DAYS OF THE WEEK	DROP OFF TIME	DAYS OF THE WEEK	
			BEFORE CLUB	AFTER CLUB
EYFS (Toddler, Explorer, Playgroup, Nursery, Reception)	Monday	7:30 am	1:30 pm	3:15 pm
	Tuesday	7:30 am	1:30 pm	3:15 pm
	Wednesday	7:30 am	1:30 pm	3:15 pm
	Thursday	7:30 am	1:30 pm	No club
	Friday	7:30 am	12:30 pm	No club
	KS 1 & 2 (YEARS 1-6)	Monday	7:30 am	2:00 pm
	Tuesday	7:30 am	2:00 pm	3:15 pm
	Wednesday	7:30 am	2:00 pm	3:15 pm
	Thursday	7:30 am	2:00 pm	No club
	Friday	7:30 am	1:00 pm	No club

Attendance Expectations

The school gate opens for pupils at 7:30 am with a dedicated welcome party to receive the children into school. Pupils are expected to be in school between 7:30 am and 8:00 am. After

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8:00 am, parents will be required to park their vehicles and walk their children to the front office, where they will hand them over to the administrative team, who notes the lateness for the day. Teachers are expected to mark class attendance daily at 8:10 am. Pupils who come into school after this time are regarded as late.

Pupils are expected to attend school for the full duration of the school day, including all instructional periods, breaks, and extracurricular activities they have enrolled in. Participation fosters academic growth, social interaction, and personal development, contributing to a positive and enriching school experience. Early departures or late arrivals should be limited to exceptional circumstances and require prior approval from the school administration.

Consequences for Lateness

A child who comes in late is photographed with the lateness placard by the admin office and sent to the parents. If a pupil is late on up to three occasions within a term, they will be referred to the Head of Department (Head of EYFS or Head of Primary) for appropriate sanctions based on the behavioral chart.

Subsequent occurrences will necessitate a meeting involving the child's parents, class teacher, coordinator, and Head of Department to address the matter comprehensively. This measure is necessary to ensure that our pupils arrive at school on time and are ready to start their day.

Absent Pupils

All pupils should be aware of the importance of regular school attendance. Absences, whether excused or unexcused, disrupt the learning process for both the absent pupil and their classmates. Each absence represents a missed opportunity for learning, collaboration, and growth. We understand that there may be circumstances beyond a pupil's control that lead to absences. Illnesses, family emergencies, or unavoidable appointments are inevitable at times.

In such cases, we urge parents to communicate with the school promptly, providing the necessary documentation to excuse the absence. This ensures that missed work can be made up and support can be provided to help the pupil catch up with their peers.

If a child is absent from school, the admin team will follow up with calls and/or text messages on the first day of absence and properly document reasons for record-keeping purposes.

A handwritten signature in black ink, appearing to read 'Barakah Saleh Mutallab', is positioned above the printed name.

BARAKAH SALEH MUTALLAB

School Director