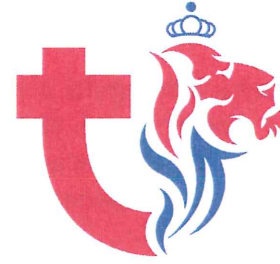


**ENGLISH
INTERNATIONAL
SCHOOL OF TUNIS**
British Curriculum



**School Attendance Policy and Procedures
2025-2026**

Revised Date:	August 2025
Next Review Due:	August 2026
Policy Reference Number:	EIST 2025 SAPP Ver.2

1. Introduction

At EIST, we recognise that regular school attendance is essential for students to achieve their full academic potential, develop strong social skills, and fully engage in school life. Consistent attendance ensures continuity of learning, supports academic progress, and allows students to fully benefit from the curriculum, teaching, and wider school experiences.

This Attendance Policy sets out the expectations, procedures, and responsibilities for monitoring and promoting excellent attendance across the school. It provides a clear

framework for staff, students, and parents to ensure that attendance is effectively tracked, concerns are identified early, and appropriate support is put in place where needed. The policy also outlines the school's approach to punctuality, authorised and unauthorised absences, and communication with families.

It is designed in line with British standards and reflects best practice in safeguarding, student welfare, and school leadership. Regular attendance is a key safeguarding indicator, and maintaining accurate attendance records helps ensure that all students are accounted for and safe at all times.

This policy supports the school's commitment to creating a positive learning environment where every student is encouraged and expected to attend regularly, arrive on time, and take responsibility for their education. It also reinforces the importance of strong partnership between school and home in promoting high attendance and addressing any barriers that may prevent students from attending school consistently.

2. Aims of the Policy

This policy aims to:

- Promote high levels of student attendance and punctuality
- Ensure clear and consistent attendance monitoring procedures
- Support early identification of attendance concerns
- Work in partnership with parents to improve attendance
- Safeguard students by ensuring their whereabouts are always known
- Meet legal and BSO expectations regarding attendance tracking and reporting

This document outlines the procedures followed by the school to record, monitor, and manage student attendance. It ensures consistency, accuracy, and compliance with regulatory expectations.

3. School Attendance Expectations

At EIST, we expect:

- Students to attend school every day unless genuinely unwell or prevented by unavoidable circumstances
- “Attendance at school should be continuous.
- Students to arrive on time and be fully prepared for learning
- Parents to notify the school promptly of any absence

Regular attendance is closely monitored as part of safeguarding and academic progress tracking.

4 . Registration and Daily Attendance Procedures

Attendance at EIST is recorded twice daily, during morning and afternoon registration, to ensure accurate monitoring of student presence throughout the school day. Teachers are responsible for completing registers promptly and accurately at the start of each session, ensuring that all students are accounted for. Any missing, late, or unexplained absence must be reported immediately to the school liaison manager for follow-up. Attendance data is reviewed daily by the School Administration and Leadership Team to identify any patterns or concerns at an early stage. Where persistent absence, irregular attendance, or ongoing punctuality issues are identified, these cases are escalated for further monitoring, intervention, and communication with parents in line with school procedures.

5. Late arrival :

Late arrivals (punctuality) are an important aspect of maintaining an effective and structured learning environment at EIST. Students are expected to arrive at school before the official start time which is 8:00 . Any student arriving after this time must enter through the administration door and spoke to the parents immediately .

All late arrivals are systematically recorded and monitored by the school administration. This ensures accurate attendance tracking and allows the school to identify any recurring punctuality concerns at an early stage. Where lateness

Becomes repeated, parents will be contacted in order to discuss the issue and agree on appropriate strategies to improve punctuality.

Persistent lateness is taken seriously, as it impacts not only the individual student's learning but also the wider classroom environment. In such cases, the matter may be escalated to pastoral staff or school liaison manager for further intervention and support.

EIST expects all students to be punctual in order to maximise learning time and avoid disruption to lessons. Parents are equally expected to support this expectation by ensuring that their children arrive at school on time every day, fully prepared for learning.

6. Absence Reporting Procedures

Effective absence reporting is essential to ensure accurate attendance monitoring, safeguarding, and student wellbeing at EIST. Parents are required to inform the school before the start of the school day if their child is absent, clearly stating the reason 24 hours before the absence. Where an absence continues beyond one day, parents must keep the school updated regularly to ensure accurate records are maintained and appropriate support can be provided if needed.

Upon receiving notification, the school will record all absences accurately within the attendance system. If no explanation is received for a student's absence, the school will actively contact parents on the same day to establish the reason and confirm the student's whereabouts, in line with safeguarding procedures.

Where absences are prolonged, frequent, or repeated without sufficient explanation, the school will follow up with parents to understand the underlying reasons and offer appropriate support. This may include monitoring attendance more closely, arranging meetings with parents, or involving pastoral or leadership teams where necessary. The aim is always to support the student in returning to regular attendance as quickly and safely as possible, while maintaining clear communication between home and school.

7. Authorised Absence

At EIST, certain absences may be authorised where there is a valid and acceptable reason. Parents are expected to notify the school 24 hours in advance whenever possible and provide appropriate supporting information where required.

Examples of authorised absence may include:

- Illness or medical appointments
- Emergency family circumstances
- Religious observance or recognised religious celebrations

- Participation in approved educational activities or school events
- Exceptional circumstances approved by the school leadership

The school reserves the right to request medical certificates or additional documentation for repeated or prolonged absences where necessary.

Authorised absences are recorded accordingly within the school attendance system. While authorised, parents are encouraged to minimise disruption to learning wherever possible and ensure students return to school promptly.

8. Unauthorised Absence

An absence may be classified as unauthorised when:

- No valid reason is provided by parents
- Students are absent without parental knowledge or permission
- Holidays or travel are taken during term time without school approval
- Persistent unexplained absences occur
- Random pull outs of lessons for festivities and family parties

Unauthorised absences are monitored carefully and may result in follow-up communication, meetings with parents, or intervention from pastoral staff or school leadership.

Repeated unauthorised absence may negatively impact a student's academic progress, wellbeing, and overall school experience. As part of its safeguarding responsibilities, EIST takes all unexplained absences seriously and will follow up appropriately to ensure student safety and welfare.

9. Attendance Monitoring and Early Intervention

Attendance is monitored regularly by teachers, administration staff, and the Senior Leadership Team to identify patterns of concern at an early stage. The school recognises that attendance difficulties may sometimes be linked to academic, emotional, behavioural, or wellbeing concerns, and therefore aims to work proactively with families to provide support where needed.

Where concerns arise regarding attendance or punctuality, the school may:

- Contact parents to discuss concerns
- Arrange meetings with parents and students

- Implement attendance monitoring procedures
- Refer concerns to pastoral or safeguarding staff where appropriate
- Provide additional student support or intervention plans

The school's approach focuses on early communication, partnership with families, and supportive intervention to help students maintain consistent attendance and engagement in school life.

10. Punctuality to Lessons

In addition to arriving at school on time, students are expected to attend all lessons promptly throughout the school day. Late arrival to lessons disrupts learning and impacts both the student and the wider class environment.

Teachers are responsible for monitoring punctuality to lessons and reporting repeated lateness where necessary. Students who arrive late without a valid reason may be subject to follow-up by pastoral staff or leadership.

Students are expected to:

- Move promptly between lessons
- Arrive prepared with the correct materials
- Follow classroom expectations and routines

Consistent punctuality reflects positive attitudes towards learning, responsibility, and respect for the school community.

Please note that repeated lateness to lessons may result in a student being placed on a behaviour tracker. In some cases, students are present at school but intentionally arrive late to class, which is considered a behavioural concern and impacts the learning environment.

Whenever a student is placed on a behaviour tracker, parents are informed by email and the reasons for this measure are clearly communicated. The purpose of the behaviour tracker is to support students in improving their behaviour, organisation, and punctuality in a positive and constructive manner.



Expected Behaviours and Weekly Rating

Codes	Behaviour	Description
RO	Respect for others	Shows respect to teachers and classmates (e.g., listening when others speak, using polite language)
P	Participation	Actively engages in the lesson by answering questions, contributing to discussions, and staying focused
PR	Preparedness	Comes to class with the necessary materials and is ready to learn
EA	Effort & Attitude	Puts in the required effort, maintains a positive attitude, and tries their best even when work is difficult.
FI	Following Instructions	Listens to and follows directions promptly and without disruption.
CE	Classroom Etiquette	Maintains appropriate behaviour (e.g., staying in seat, working quietly, raising hand to speak).

Rating System

- 5 – Excellent, consistently demonstrates this behaviour
- 4 – Good, often demonstrates this behaviour
- 3 – Satisfactory, sometimes demonstrates this behaviour
- 2 – Needs improvement, rarely demonstrates this behaviour
- 1 – Unsatisfactory, does not demonstrate this behaviour

Secondary Behaviour Tracker

Name :
 Week of :
 Year :
 Homeroom teacher :

Acknowledgment

I, _____ (student's name), understand the expectations for my behaviour this week. I will work on improving my behaviour and participation in each lesson by following the guidelines set out in this report. I acknowledge that I am responsible for bringing this form to each class and having my teacher complete it. I understand my parents will be made aware of this report form.

Date: _____

Student Signature: _____

Please write the behaviour code along with the rating and your initials.

Per iod	1	2	3	4	5	6	7	8	Clubs
Mo n									
Tue s									
We d									
Thu s									
Fri									
7:45	8:00-9:00	9:00-10:00	10:00-10:20	10:20-11:20	11:20-12:20	12:20-1:00	1:00-2:00	2:00-3:00	3:05-4:00

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Date:20/08/2025	Date: 20/08/2025
