



Policy Title: **Student Code of Conduct**
School Section: **All**
Audience: **Student**

Reviewed: **Oct 15**
Reviewer: **Head of Inclusion**
Revision: **1.1**

International School Seychelles



Attendance Policy

You are not born for yourself but for the world

Aims:

- To achieve the highest attendance and punctuality rates for all students. (Reception 1 to Year 13 inclusive).
- To highlight the responsibilities of students, parents, teachers and the school in order to secure high levels of attendance and punctuality.
- To outline procedures for monitoring and recording attendance and lateness.

At ISS we believe:

- every child has a fundamental right to receive a full time education,
- each student has a level of responsibility to attend school regularly and punctually, to participate in lessons and to remain at school throughout the school day,
- parents have a duty to promote punctual and regular school attendance whilst minimising unessential periods of absence during term time,
- teachers are responsible to monitor attendance and punctuality and implement strategies in accordance with school policies, to address concerns, (this involves working collaboratively with students and parents)
- the school is accountable to ensure the attendance and punctuality policy and procedures adhere to local legislation as with the Ministry of Education. (The Education Act includes private schools.)

Rationale

The school curriculum is designed to enhance all aspects of a child's development. Teaching occurs in a variety of settings both on and off the school site to maximise learning opportunities.

For a child to achieve their full potential, having a secure foundation by attending school regularly and punctually is essential. Setting good attendance patterns from an early age will help them become responsible and reliable future employees. (Please note attendance and punctuality is disclosed in school references.)

Students who are absent or persistently late are not receiving a full time education and may struggle to keep up with school work. Absenteeism undermines academic and developmental progress, disturbs the continuity of the curriculum and impacts negatively on relationships in school.

Being present and on time for school and all school activities within the academic year is essential.

As school trips form part of the curriculum attendance procedures outlined in this policy are applicable.

Legal Context

With reference to the Seychelles Education Act: (2010)

- A child of compulsory school age who is a **resident** in Seychelles must by law attend school regularly. (The only exception is if the child is 'handicapped.')
- Those parents who fail to ensure their child attends regularly are guilty of an offence and liable to a conviction or fine. (It is considered a form of neglect, which is a child protection issue.)
- Early Childhood Education is considered the initial stage within the formal education system. (At ISS attendance guidelines apply to Reception 1 and 2.)
- Only schools can authorise an absence of a registered child.

A student shall be excused from school attendance only if;

- they have been excluded from attendance by law,
- they are unable to attend school because of illness or are in danger of infection,
- there are compelling family reasons.

At ISS any period of absence needs to have been **authorised** through the correct school procedure.