



REIGATE GRAMMAR SCHOOL
VIETNAM

Attendance & Registration Policy

Policy Author:	Education Leadership Team
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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/ECA's 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 only remain on site from 4.05pm until 5.00pm if supervised by a teacher or Library staff; if not they must 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 in a scheduled activity. Unless engaged in a supervised school activity, all Pupils must be collected by 4.05pm or have left the school premises.

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 school time.**

If you need to request absence for **routine appointments** please phone or email the relevant school office (prep.office@reigategrammar.edu.vn / secondary.office@reigategrammar.edu.vn) and CC copy the Form Tutor; submitted at least 3 school 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 request 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 parents should send a message via the Managebac **Excusal Request** button detailing the issue and expected return to school date.

Inter-school fixtures and other activities 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, at least 3 school days in advance, who will usually seek Educational Leadership Team (ELT) authorisation and note this absence, where possible the relevant office will add a Managebac note of the **Excusal Request** 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, memorial or wedding of an immediate family member, or exceptional pre-approved external educational activity (e.g. a Music examination). Absences will not usually be authorised for family holidays during school time. If there are exceptional reasons why a family holiday may overlap with school time, then please request authorisation, before arrangements have been made, from the Head of Prep/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 a Managebac of the **Excusal Request** 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 a Managebac a note of the **Excusal Request** detailing the issue and expected return to school date. For up to 12 days, the parents can use an Excusal Request to request absence.

If a Pupil misses 20 or more school 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 daughter or son is unable to come to school through illness, please send a message via the Managebac **Attendance Request** button detailing the issue and expected return to school date. Note, it is possible to add another Excusal Request, or one for multiple days. If there is a further issue then email the relevant school office (prep.office@reigategrammar.edu.vn / secondary.office@reigategrammar.edu.vn) and **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 son or daughter 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, as we must know who is in school.

When your child returns after an absence, please send a note stating the reason if you have not submitted the **Excusal Request** on Managebac. 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 should remain away from school for **48 hours** following their last episode. If this is an issue, then please contact the relevant School office.

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.

Covid-19 [guidance is subject to change]

In accordance with government and local authority guidelines if your child is displaying any symptoms of Covid-19 (raised temperature, new persistent cough and loss of taste/smell) then they MUST remain at home and you should seek a PCR or rapid-flow test. Anyone (including members of the same household) displaying symptoms of Covid-19 must follow current government and local authority advice. Pupils should return upon a negative result, or after completing the government or local authority's recommended isolation period.

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 to form/homeroom morning registration three times during a half-term without good reason, parents will be informed in writing with an Absence or Lateness letter by the relevant office under the instruction of the relevant Pastoral Leader. Form/homeroom attendance is viable live to all stakeholders via ManageBac. 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 (more than 2 periods) will have their official registration marked as **EXCUSED** (school-authorized 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 2**.

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. Note, we will only update to **PRESENT** any School Bus lateness and all other lateness will continue to be marked as **LATE**. 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. Be reminded that for approved absences for Secondary pupils, they will need to complete the green Absence Request form. 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 before going to class.

Pupils may not leave the school premises during the school day except with specific permission from the Head of Section who will require 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 for Teachers & Section Offices

Step 1:

- For non-bus pupils: From 8.00am-8.20am, the Prep 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 ManageBac platform.

Step 3

- At 8:30am, Prep Office staff will visit each Prep classroom to check the Prep pupils' attendance and then review and adjust Managebac 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 first period subject teachers in the secondary school are required to take attendance on Managebac within the first 10 minutes of the lesson, also updating to **LATE** any students who have arrived late with a pink slip. For the remainder of the day all subject teachers are required to take attendance on Managebac within the first 10 minutes of the lesson

Step 4

- Prep/Secondary Office staff double-check with Prep/Secondary FT teachers, TAs and Registrar Office for the reason why a Prep/Secondary pupil is absent.
- For pupils where there is no reason given for their absence, the Prep 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 Managebac **Excusal Request** is submitted to ensure all can see on their MB registrar. Pupils are only EXCUSED (authorised absence) with permission from the Head of section. The Prep/Secondary Office will communicate this always to teachers and parents.
- At 9am, the Prep office/Secondary Office staff will compile and make a Daily Attendance report to the relevant department.

8. Monitoring Attendance through the day

Secondary teachers are expected to complete their online registers on Managebac 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 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 by sending down a Pupil for a sealed, confidential confirmation or phone Head of Prep/Secondary immediately.

Question: What is the rule for “LATE”? Answer: If a Pupil arrives after the first 10 minutes, the Pupil is **LATE**. The teacher should 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: Registrar Office
- 2nd station: Prep Office on 1st floor
- 3rd station: one of the Secondary Offices on 4th floor

Please be reminded that pupils coming to school late MUST have that LATE ARRIVAL slip (**PINK**) in order to get in the classrooms. Otherwise, teachers need to send them to the closest station among the 3 above.

For LEAVING EARLY slip (**BLUE**), After Prep Office (for Prep pupils) / Secondary Office (for Secondary students) get approval/authorisation from the relevant Head of section, the Office will inform the Registrar right away. Accordingly, the Registrar will issue the LEAVING EARLY slip (**BLUE**). This slip should be applied with even cases of students leaving with parents. The Registrar will mark the student as LEFT EARLY in the Form Tutor register page and for remaining classes that day at the point when they physically leave the school.

Does not apply to leaving early for sporting events.

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.

Managebac 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 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.

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)
- **HEALTH** (with Nurse during the session)
- **EXCUSED** (authorised absence from session)
- **LEFT EARLY (OFFICE USE ONLY)** (authorised absence from session)

STAFF RESPONSIBILITIES

- **CLASS TEACHER** responsible to mark on ManageBac within the first 10 minutes of 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 ManageBac within the first 10 minutes of lesson. They may make adjustments only from ABSENT to LATE if the Pupil appears during the lesson. They are responsible to track their tutor group's attendance and send 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 ManageBac and reporting in the School's Daily report. They may make adjustments only from ABSENT to LATE if the Pupil has collected a pink late slip. They may NOT change ABSENT to PRESENT because we need a record of all unauthorised late attendees (school bus LATE can be changed to PRESENT by the office). Any student who misses up to 25% of a school day (more than 2 periods) must have their official registration changed to EXCUSED (school-authorised absence) or ABSENT (unauthorised absence). 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.
- **REGISTRAR:** responsible for issuing the LEAVING EARLY slip (**BLUE slip**) and mark the student as LEFT EARLY in the Form Tutor page and for remaining classes that day at the point when they physically leave the school.
- **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.

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.....

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.....