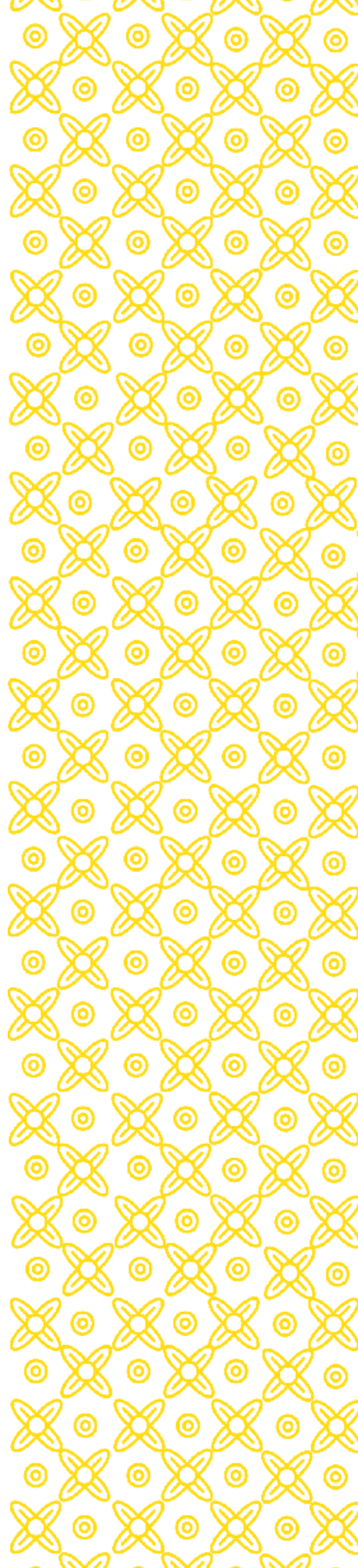


# **JOGJAKARTA COMMUNITY SCHOOL**

## **Attendance Policy**

**Updated 2025**



## INTRODUCTION

JCS believes that learners make the greatest progress and achieve the best results when their attendance is regular and uninterrupted. Punctuality is a crucial personal characteristic valued by the school and employers alike. For a learner to succeed in the school environment, it is essential that a high level of attendance is maintained. It has been proven that there is a strong correlation between success and attendance.

JCS operates between 180-185 teaching days per academic year. As a school, we will strive to reach an overall learner attendance rate of 90% and we encourage all our learners to work to a personal goal of a minimum of 95%. A learner may be kept back a year if his/her attendance falls below 80% in any one academic year.

At JCS we want to put in place a clear, workable policy to monitor, improve and maintain good attendance. This policy is dependent upon a partnership with school and parents.

## PURPOSE OF THE POLICY

- To ensure all parties are aware of their responsibilities.
- To ensure high levels of attendance in order for learners to work towards outstanding levels of achievement, progress and personal growth.

## LEARNER RESPONSIBILITY

- All learners are expected to attend school and their lessons regularly and punctually.
- Excellent attendance may be rewarded through certificates of attendance.

## PARENT RESPONSIBILITY

- Parents are responsible for ensuring that their child attends school regularly, punctually, properly dressed and equipped and in a fit condition to learn.
- If a learner is prevented for any reason from attending, or is late, parents are required to notify the School Office, class teacher or form tutor via telephone, email, Class Dojo, Seesaw or WhatsApp. An absence will be considered 'unjustified' until a satisfactory explanation is given to the school.
- Where possible, parents should avoid making medical or dental appointments for their child during school hours.
- If a learner's absence rate is high or is causing concern, parents will be informed.

## SCHOOL RESPONSIBILITY

- Staff will endeavour to encourage good attendance and punctuality through personal examples.
- Attendance is the responsibility of all school staff and not just teachers.
- JCS sees attendance and punctuality as the responsibility and working relationship between home and school.

## REGISTRATION

### EYFS and Primary

7.45 am                      The school is open to learners  
8.00 am                      Registration on Satchel

### Secondary

7.45 am                      The school is open to learners  
7.55 am                      Registration on Satchel

### Arriving Late

- Learners arriving after 8.00 am will collect a 'late card' from the School Office, which is then given to the classroom teacher or form tutor.
- The School Office will mark the learner 'late' and record the time on Satchel.
- Learners will receive a 'justified absence' on Satchel when the school has received notification from a parent explaining the absence.
- Learners who are absent with no parent notification will receive an 'unjustified absence' on Satchel.
- Learners arriving late to school will be monitored by the class teacher or form tutor.
- Parents will be notified if there is regular lateness.
- If the lateness continues, the Principal may request parents attend a meeting.

### Illness

If a learner is ill, please contact the School Office, the class teacher or the form tutor. If the school does not receive notification, the absence will be recorded as 'unjustified'. We want learners to return to school refreshed and in full health and therefore we do not send work home for learners to complete while absent.

### Holidays

Please note that we strongly advise parents to plan for holidays during the designated holiday periods to limit interruptions to a child's learning and progression. If the trip is unavoidable, parents must request leave at least one week before departure. The school does not set work prior to learners being taken on holiday.

### Leaving School Early

Occasionally it may be necessary for a learner to leave school early. Please inform the School Office, the class teacher or the form tutor in advance. Learners may only leave if collected by a parent or nanny/driver.

## THE ADMINISTRATION OF REGISTRATION

### Teachers:

- The Satchel online registration is taken daily at 7.55 am (Secondary) or 8.00 am (EYFS and Primary) and after lunch at 12.40 pm (Reception-Secondary).
- Learners not present are left blank on Stachel.
- Learners arriving after 7.55 am/8.00 am are recorded as 'late' by the Office.
- After registration, teachers share absences in the 'Satchel for Attendance' WA group. This information should be shared by 10.00 am at the latest.
- The Office will follow up and complete the Stachel online registration.
- Gaps in Satchel must be followed up by the teacher in the first instance, who may need to discuss it with the Office.
- Teachers need to identify absent and late trends and if these are a regular occurrence, discuss with the Principal and parents as appropriate.

### Office:

- At the beginning of the year, the Office will update all classes on Satchel
- Gaps in Satchel must be followed up by the teacher in the first instance, who may need to discuss it with the Office.
- The Office will calculate attendance and late percentages to be added by teachers to interim and end of year reports.