



# PaRK IS Policies

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ATTENDANCE AND MISSING CHILD

**PaRK** INTERNATIONAL  
SCHOOL

## PaRK IS | Attendance and Missing Child Policy

2023|24

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## 1. Introduction

The welfare of all of the students is of paramount importance. Every adult who works at the school is aware that they have a responsibility for helping to keep all our students safe at all times. As a School we encourage good attendance, discourage lateness and ensure a full record is kept of all absences to ensure the School is aware of all persons present on the school site at any given moment.

## 2. Aims

We aim to:

1. Encourage Parent/Guardian to recognise their legal responsibility in ensuring regular attendance and understanding the link between attendance and attainment and to work in partnership to encourage good attendance.
2. Encourage students through the curriculum and the pastoral programme to recognise the importance of good attendance in achieving their full educational potential and to develop good habits in preparation for the world of work.
3. Work towards ensuring that all students feel supported and valued, sending out a clear message that if a student is absent they will be missed.
4. Ensure that all staff are aware of the requirements of the registration process and the Law relating to attendance.
5. Implement a structured system of attendance monitoring at all levels.
6. Evaluate procedure on a regular basis.
7. Offer appropriate support to students who are experiencing difficulties with attendance.

## 3. Student Entry into School during the School Day

### ELS and Junior School

On entry into the school premises, students go to their allocated area with adult supervision until the start of the school day.

### Senior School

- Students must pass their student ID card on entry into the school premises (either at North or South entry points)
- Any students with no ID card must complete a register at security

## 4. Registration and follow-up procedures

The School registers students at the first lesson/activity of the day. Registers are repeated when there is a change of teacher i.e. each subject class, including tutor time. Electronic registration (ISAMS) is used for Early Learning, Junior and Senior School registrations. If iSAMS is not operating, registration is completed on paper and sent to the Management Assistant with students' full name and form.

## 5. Authorized Student Departure from School during the School Day

### ELS and Junior School

Parent/Guardian must notify the school either by email or phone call to the Head of Cycle, homeroom teacher or management assistant. Staff inform Security of any authorised early school day departure accompanied by an authorised adult.

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## Senior School

1. Parent/Guardian must email [absent@park-is.com](mailto:absent@park-is.com) to notify the school of the reason for students early departure - written record is required.
2. Students collect a permission slip from the Senior School Management Assistant prior to leaving the school site.
3. The slip must be signed by a Head of Year or member of the Senior School Leadership Team.
4. The student must give the signed and completed permission slip to Security at the front gate before the child can leave.

## **6. Morning Absence**

### ELS & Junior School

Homeroom teacher/tutor verifies if Parent/Guardian has notified school (email or phone call to management assistant) justifying absence. If there is no notification of absence, the homeroom teacher/tutor will contact the Parent/Guardian within 24 hours.

### Senior School

1. Management Assistant (MA) checks parental absent justifications emails sent to [absent@park-is.com](mailto:absent@park-is.com).
2. MA verifies absence on iSAMS after Tutor registration.
3. MA to check with auxiliaries/security gate if the absent student has arrived through the turnstile.
4. If the student is absent with no parental justification, the Parent/Guardian is informed immediately to confirm whereabouts.

## **7. Missing Student during the School Day on Campus**

A student may be identified as missing:

1. After an absence at morning registration is not accounted for by the School calling home.
2. By observation in class, by a classroom teacher, after comparison with the school registration system, iSAMS.

**Any member of staff who discovers a discrepancy must immediately notify the Head of Cycle, Head of Year or Deputy Head Pastoral.**

If a staff member suspects that a child is missing from a room or activity during the day, the following procedure should be followed:

1. Inform the Head of Cycle or Senior School Deputy Head of Pastoral (for Senior School students) that a student is missing.
2. All teachers due to teach the student later that day will be advised that they must immediately inform the Head of Cycle or Deputy Head of Pastoral coordinating the search if the student appears at their lesson.
3. If the student is still missing after one hour (calculated from the point that they were last seen) those coordinating the search will:
  - a. Contact Parent/Guardian to inform and ask for information. Parent/Guardian are to be updated regularly.
  - b. Open a written record of the incident, which will log all specific actions taken.
  - c. Inform the Head of School.
4. A whole school evacuation alarm practice may be considered at any time to help to try to locate the student.

5. If the student is still not located the Head of Cycle or Deputy Head of Pastoral coordinating the search will update Parent/Guardian and a search of local roads may be made by foot or by car by available staff.
6. Depending on circumstances the Designated Safeguarding Lead, or Head of School, will notify the Police and the School will act in accordance with Police advice.
7. At any point, when the student is located, staff should be informed immediately (email, chat groups on mobile phone).
8. If stage 3 is reached, a full record of all actions taken up to the stage at which the student was found will need to be made for an incident report.

## **8. Missing Student during a School Trip or Visit**

If a student is found to be missing during a school trip or visit, the following procedure should be followed:

1. An immediate head count should be carried out to ensure that all other students are present
2. An adult will search the immediate vicinity
3. The Head of Cycle should be informed by telephone
4. The remaining students should be taken back to the transport or, on a residential trip, the hotel/accommodation. If the trip is local, students should be taken back to the School, whilst one adult remains 'on location'.
5. If the trip is in an 'enclosed' area (e.g. theatre, shopping centre etc.), the venue manager should be contacted to arrange a search.
6. The Head of Cycle will inform the Head of School and then will contact the student's Parent/Guardian information what has happened and the procedures that have been followed. Following this the Head of Cycle will contact the Police and the school will act in accordance with Police advice. The School Board will be notified.
7. The School will cooperate with any Police investigation and any safeguarding investigation by other authorities.
8. A Full incident report will be generated and records will be kept of the procedures.

## **9. Justified Absences**

An explained absence within the School's policy as an acceptable reason for the student to be away from school in alignment with the Estatuto de Aluno e Ética Escolar (Lei n.º 51/2012, de 05 de Setembro).

Absences for the following reasons are considered justified:

1. Illness of the student, which must be informed in writing by the Parent/Guardian or by the student when of legal age when determining a period of less than or equal to three working days, or by a doctor if it determines an impediment of more than three working days, and, in the case of a chronic or recurrent illness, a single declaration may be accepted for the entire school year or until the end of the condition that determined it
2. Prophylactic isolation, determined by an infectious disease of a person who lives with the student, proven through a statement from the competent health authority
3. Death of a family member, during the legal period for justifying absences
4. Birth of a sibling, during the day of birth and the day immediately after
5. Undertaking outpatient treatment, due to illness or disability, which cannot be carried out outside the period of teaching activities
6. Illness assistance to a member of the household, in cases where, demonstrably, such assistance cannot be provided by any other person
7. Act resulting from the religion professed by the student, provided that it cannot be performed outside the period of teaching activities

8. Participation in cultural, associative and sports activities recognized, under the terms of the law, as being of public interest or considered relevant by the respective school authorities
9. Preparation and participation in highly competitive sporting activities, under the applicable legal terms
10. Fulfilment of legal obligations that cannot be carried out outside the period of teaching activities (i.e. embassy related issues)
11. Another fact that impedes attendance at school or at any school activity, provided that it is demonstrably not attributable to the student and considered acceptable by the Head of Cycle
12. Those resulting from preventive suspension applied within the scope of disciplinary proceedings
13. Participation in study visits, CAS activities, fellowship etc provided for in the school's activity plan, in relation to the subjects or subject areas not involved in said visit

The justification for absences requires a written request submitted by Parent/Guardian or, when of legal age, by the student, by emailing [absent@park-is.com](mailto:absent@park-is.com), indicating the day and school activity on which the absence occurred, referencing the reasons. The School may ask the Parent/Guardian, or the student of legal age, for additional evidence that we deem necessary to justify the absence, and any entity that, for this purpose, effect is contacted, contribute to the correct determination of the facts.

The justification for the absence must be presented in advance, the reason being foreseeable, or, in other cases, by the **3rd working day**. In situations of justified absence from school activities, the student has the right to benefit from measures, to be defined by the teacher in charge and/or by the School, under the terms established in the respective internal regulations, suitable for recovering the missing learning.

## 10. Unjustified Absences

Absences are unjustified when:

1. No justification has been presented
2. The justification has been submitted after the deadline
3. The justification has not been accepted
4. The marking of the absence results from the application of the order to leave the classroom or sanctioning disciplinary measure

In the situation provided for in point 3. above, the non-acceptance of the justification presented must be substantiated in writing. Unjustified absences are communicated to the Parent/Guardian, or to the student of legal age, by the School, within a maximum period of **3 working days**.

## 11. Serious Excess of Absences

In each academic year, unjustified absences cannot exceed:

1. 10 days, consecutive or interrupted, in Junior School
2. In Senior School: Twice the number of weekly teaching periods per subject in the remaining cycles or levels of education, without prejudice to the provisions of the following number. For example: the average number of maths classes per week is 4 hours. A student may not have more than 8 unjustified absences of maths classes along the school year.
3. When half of the limits of absences foreseen in the previous numbers are reached, the Parent/Guardian or the student of legal age are summoned to the School by the Head of Cycle or Head of Pastoral.
4. The purpose of the notification referred to in the previous number is to draw attention to the consequences of violating the limit of absences and seek to find a solution that will ensure effective compliance with the duty of attendance.

5. If what is referred to in the previous numbers proves to be impracticable, for reasons not attributable to the School, and whenever the special gravity of the situation justifies it, the respective commission for the protection of children and young people at risk must be informed of the student's excessive absences.

## 12. Recovery and integration measures

1. For students under 16 years of age, regardless of the type of education attended, violation of the limits of absences may force them to carry out activities, to be defined by the School, that allow them to recover from delays in learning.
2. Learning recovery activities are decided by the Head of Cycle for the subjects in which the limit of absences was exceeded.
3. The activities to recover from delays in learning take place after verifying the excess of absences and can only be applied once during each school year.
4. The school is responsible for defining the moment in which the recovery activities are carried out, as well as the subjects to be worked on. This can be during non-school days (i.e. weekends, school breaks).
5. The duty to comply with the activities and measures referred to in this article ceases, with the resulting consequences for the student, according to their concrete situation, whenever, for the calculation of the number and limits of absences provided for therein, there are The absences recorded following the application of a corrective measure ordering them to leave the classroom or disciplinary sanctions of suspension were decisive.
6. In the case of a student aged 16 years or over, violation of the absence limits may also give rise to the application of measures provided for in the internal regulations that prove to be appropriate, in view of , preventive and integrative courses to be achieved, depending on age, the training path and its specific regulation and the student's concrete situation.

## 13. Non-compliance or ineffectiveness of the measures

1. Non-compliance / ineffectiveness with the measures provided for above, in the case of a minor student, will result in the school making a mandatory communication of the fact to the respective commission for the protection of children and young people or, failing that, to the Public Prosecution Service (Comissões de Proteção de Crianças e Jovens) in order to seek to find, with the collaboration of the School and with the authorization and co-responsibility of the Parent/Guardian, an adequate solution to the student's educational process and his or her social and socio-professional development, considering, immediately, the possibility of directing the student to a different educational path.
2. The option referred to in the previous number is based on the measures defined in the law on compliance with compulsory schooling, and may, in the imminence of school leaving, be applied at any time, without the need to wait for the end of the school year.
3. In the case of a student aged over 12 who already attended, in the previous school year, the same grade (repeated), there may be an extension, until the end of the school year in question and by decision of the Executive Head of School, of extending corrective measure applied under the terms of the recovery and integration measures.
4. When the measure referred to in points 1 and 2 is not possible or the student is referred to another educational institution other than the one they attend and the referral occurs after January 31, non-compliance with the activities and/or measures or its ineffectiveness for reasons not attributable to the School still determine, as soon as defined by the Head of School or Head of Cycle:

- a) For students attending Junior School, retention in the respective school year, with the obligation to attend school activities until the end of the school year, or until the referral to the new educational institution, if it occurs before.
  - b) Senior School students are obliged to attend school until the end of the school year and until they reach 18 years of age, or until referral to the new educational institution, if this occurs earlier.
5. Repeated non-compliance with the duty of attendance and/or the activities referred to in the previous number may also give rise to the application of sanctioning disciplinary measures defined by the School, including permanent exclusion for excessive absentees.

Last reviewed: July 2023

Next review date: July 2024

Reviewed by: Heads of Cycle | Heads of School





An **inspired** school

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Embracing **Individuality**. Preparing **Leaders**.