



**British International Remote School (BIRS)  
BIRS Attendance Policy**

**Effective Date:**

**1. Purpose and Ethos**

BIRS believes that regular and punctual attendance at all scheduled online lessons and engagement with learning activities is crucial for student academic progress, personal development, and well-being. This policy outlines the expectations for student attendance and the procedures for managing absences. We aim to work in partnership with parents/guardians to ensure consistent student engagement.

**2. Expectations**

**2.1. Students are expected to:**

- a) Attend all scheduled live online lessons punctually.
- b) Be prepared for lessons with necessary materials and a suitable learning environment.
- c) Participate actively and appropriately in lessons.
- d) Notify their teacher/school if they are experiencing technical difficulties preventing attendance.

**2.2. Parents/Guardians are expected to:**

- a) Ensure their child attends all scheduled online lessons.
- b) Notify BIRS of any planned or unplanned student absences in accordance with the procedures below.
- c) Provide a learning environment conducive to online learning.
- d) Communicate with BIRS regarding any barriers to their child's attendance.

### 3. Recording Attendance

Attendance will be recorded by the teacher for every scheduled live online lesson. Engagement with asynchronous learning materials on the BIRS platform may also be monitored as part of overall student participation and to help identify students who may require additional support or are facing barriers to engagement.

### 4. Absence Procedures

- 4.1. **Planned Absences:** If a student needs to be absent for a pre-known reason (e.g., medical appointment, significant family event), parents/guardians must notify BIRS administration (e.g., [contact@thebirs.co.uk](mailto:contact@thebirs.co.uk)) at least 24 hours in advance where possible, stating the reason and duration of the absence.
- 4.2. **Unplanned Absences (e.g., illness):** Parents/guardians must notify BIRS administration (e.g., [contact@thebirs.co.uk](mailto:contact@thebirs.co.uk)) or the designated absence reporting line/email on each day of an unplanned absence, as early as possible, preferably before the start of the student's first scheduled lesson for that day. This notification should state the reason for absence.
- 4.3. **Medical Evidence:** For absences exceeding three (3) consecutive school days due to illness, BIRS may request medical evidence (e.g., a doctor's note or relevant medical certificate).
- 4.4. **Prolonged Absence:** For anticipated prolonged absences (e.g., due to extended illness or other significant reasons), parents should discuss the circumstances with BIRS administration as soon as possible to arrange appropriate support for continued learning where feasible.

### 5. Punctuality

- 5.1. Students are expected to log in to live lessons and be ready to learn at least 5 minutes before the scheduled start time.
- 5.2. Lateness disrupts the learning of the student and the class. Repeated lateness will be addressed with parents or guardians to identify underlying issues and agree on strategies for improvement.

### 6. Unauthorised Absences

- 6.1. An absence is considered unauthorised if no explanation is provided by the parent/guardian or if the explanation provided is not deemed valid by BIRS (e.g., unapproved holidays during term time).

- 6.2. As part of its safeguarding duty, BIRS will promptly follow up on any unexplained absences. If a student is absent without prior notification, BIRS will attempt to contact the parent/guardian on the first day of absence to ascertain the reason.
- 6.3. Persistent unauthorised absences will be taken seriously, may lead to formal meetings with parents/guardians to discuss the concerns, and, in line with our **Terms and Conditions**, could ultimately impact the student's continued enrolment at BIRS if there is no sustained improvement.

## **7. Technical Difficulties**

- 7.1. If a student is unable to attend a lesson due to verified technical difficulties with their own equipment or internet connection, parents/guardians should notify the school as soon as possible.
- 7.2. While BIRS will provide reasonable support to resolve issues related to the BIRS learning platform itself, the school is not responsible for troubleshooting or resolving individual home internet connectivity or personal device problems.
- 7.3. Students will be expected to catch up on any missed work. Where technical issues are with BIRS platforms, appropriate measures will be taken to support students in accessing missed learning.

## **8. Monitoring and Support**

- 8.1. BIRS will monitor student attendance and punctuality patterns regularly. Concerns about a student's attendance or punctuality will be communicated to parents/guardians promptly.
- 8.2. BIRS is committed to working collaboratively with families to identify any barriers to attendance and to discuss and implement strategies to support and improve the student's engagement.

## **9. Policy Review**

This Attendance Policy will be reviewed at least annually by school leadership and updated as necessary to ensure its effectiveness and compliance with best practice and any relevant regulatory requirements.