

# Attendance Policy

## 考勤政策



HARROW  
INTERNATIONAL  
SCHOOL  
哈罗国际学校

SHENZHEN QIANHAI 深圳前海



HARROW  
LITTLE LIONS  
EARLY YEARS CENTRE  
哈罗小狮幼教中心

SHENZHEN QIANHAI 深圳前海

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## **Purpose:**

This policy aims to show our commitment to meeting our obligations with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all students
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to education and achieving their full potential
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend school
- We will also promote and support punctuality in attending lessons

This policy is directed by the statutory guidance of the DfE (2024), [Working Together to Improve School Attendance](#).

## **Attendance Expectations**

Harrow expects regular attendance to ensure that students have the best chance of making good progress. Attendance should therefore aim to be above 96%. If attendance falls below this threshold, the school's attendance intervention procedure is implemented (see appendix).

## **Procedures**

### **Designated Senior Leader (US Deputy Head of Pastoral & LS Pastoral Coordinator)**

The designated senior leader is responsible for:

- Supporting staff with monitoring the attendance of individual students.
- Monitoring the impact of any implemented attendance strategies.
- Working with the parents of students with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers.
- Communicating the school's high expectations for attendance and punctuality regularly to students and parents through all available channels.
- Leading, championing and improving attendance across the school.
- Setting a clear vision for improving and maintaining good attendance.
- Evaluating and monitoring expectations and processes.
- Having a strong grasp of absence data and oversight of absence data analysis.
- Regularly monitoring and evaluating progress in attendance.
- Establishing and maintaining effective systems for tackling absence and making sure they are followed by all staff.

## **Heads of House/Phase Leaders**

- Liaising with pupils, parents/carers and external agencies, where needed.
- Building close and productive relationships with parents to discuss and tackle attendance issues.
- Creating intervention or reintegration plans in partnership with students and their parents/carers.
- Delivering targeted intervention and support to students and families (REACH plans).

## **Teachers**

- All class staff are responsible for recording attendance for morning bill and submitting the correct codes (see Appendix 1) and submitting this information on iSAMS.
- Morning registration must be completed by 8:00am.
- Upper School staff must complete the register for each period within 10 minutes of the lesson
- If a student is absent from the lesson but shows present on the register, then activate the alert button.
- Contribute to and support the continued development of a warm, welcoming, exciting and safe environment for all children.
- Welcome each child into the class by name and with a smile.
- Promote and reward good attendance at all opportunities; Welcome children who have been absent with warmth – “it's great to see you – we have missed you and I am really pleased you are better/back” and never say “Where have you been? You have missed so much work....”
- Be aware of absences of each child or patterns in absence in their group and make sure the child is supported in catching up on missed work.
- Support children with attendance targets by completing attendance reports.
- Communicate with Head of House/Phase Leader where necessary if there are any issues resulting from the absence that other staff should know (concern about work missed, response of other children, possible responses of colleagues) but also where there are possible safeguarding concerns reporting to the school's DSL.

## **Attendance Team**

Office staff will:

- Take calls from parents regarding absence on a day-to-day basis and record it on iSAMS
- Monitor the attendance mailbox and update the iSAMS system
- Notify the DSL if there are any contextual safeguarding issues which might explain erratic or poor attendance.
- Contribute to and support the continued development of a warm, welcoming, exciting and safe environment for all students.
- Greet the children by name and always with a smile and a greeting.
- Make a special effort to provide a warm welcome to children returning with anxiety issues, if necessary, walk the child to the lesson if this is a cause of anxiety.
- Reassure families that the school will monitor the child's welfare carefully during the course of the day and communicate with the family if there are any issues.
- Contact parents when attendance falls below thresholds.
- Inform Heads of House/Phase Leaders of patterns or those who fall below the threshold.

## **Parents**

Parents are expected to:

- Make sure their child attends every day on time
- Report the child's absence to the attendance email address ([attendance@harrowshenzhen.cn](mailto:attendance@harrowshenzhen.cn)) with their full name class, reason for absence and expected return date.
- Provide the school with more than 1 emergency contact number for their child.
- Ensure that, where possible, appointments for their child are made outside of the school day. Where not possible, inform the school of the child's absence in advance by emailing the attendance mailbox.
- If their child's absence rates are increasing and are causing concern, an attendance contract (REACH plan) may be used to support parents to make improvements.
- Keep to any attendance contracts that they make with the school.

### **Planned Absence**

#### **Medical Appointments**

- Attending a medical or dental appointment will be counted as authorised as long as the parent notifies the school in advance of the appointment.
- Parents can notify the school of a medical or dental appointment by emailing the attendance team ([attendance@harrowshenzhen.cn](mailto:attendance@harrowshenzhen.cn))
- Notify the school of:
  - the reason for the absence
  - the length of their absence
  - when the child is expected to return to school
- However, we encourage parents to make medical and dental appointments out of school hours where possible.
- Where this is not possible, the student should be out of school for the minimum amount of time necessary.
- The parent must also apply for other types of term-time absence as far in advance as possible of the requested absence.

#### **Approved Educational Activity**

- Any request for absence needs to be made to the Head of Lower or Upper School with at least 1 weeks' notice.
- The request should be made to the attendance team ([attendance@harrowshenzhen.cn](mailto:attendance@harrowshenzhen.cn))
- Once the Head of School has 'replied all' to confirm whether the absence is approved or not;
- The Attendance Officer will change the register to indicate any planned/authorised absences (in advance where possible) so that the class teacher/form tutor can see this (and amend if incorrect, e.g. a student arrives when absence anticipated).
- The attendance officer will notify the parents to confirm acknowledgement of the absence and whether it has been authorised or not.

#### **Unexplained Absences**

- The Attendance Officer will run an attendance report after registration each day from 08:15am and follow up on any unexplained absences, checking the Lesson 1 attendance in the first instance to corroborate the absence.
- The Attendance Officer will contact the parents/guardians of any student absent without prior notice to ascertain the reason for an unexplained absence and amend the register accordingly (e.g. 'Medical' if the student is sick) with details provided in the notes section.

### **Lateness and punctuality**

A pupil who arrives late:

- A student is considered late if they arrive after 8:00am.
- The attendance team will mark them late and record the time they arrive.
- If a student arrives for the lesson after 5 minutes, then they will be considered late.

<b>Number of Lates</b>	<b>Consequence</b>
<b>2<sup>nd</sup> Late</b>	<i>Tutor conversation in P6.</i>
<b>4<sup>th</sup> Late</b>	<i>Head of House reflection during <b>lunch for 20minutes from the time of their arrival</b></i>  <i>A <b>email home</b> from the Head of House to express concerns about punctuality, its impact on organisation and holistic development, and how it will be recorded in the school report.</i>
<b>6<sup>th</sup> Late</b>	<i>Head of House reflection on Wednesday's from 4.00-4.30 (30minutes from their arrival) This will rotate amongst HoH</i>  <i>A <b>phone call home</b> from the Head of House to express concerns about punctuality, its impact on organisation and holistic development, and how it will be recorded in the school report.</i>
<b>8<sup>th</sup> Late</b>	<i><b>SLT reflection with a standard SLT punctuality email to be sent home.</b></i>
<b>10<sup>th</sup> Late</b>	<i><b>Parent meeting</b> with the Head of House to discuss the ongoing issue and agree on a plan for improvement.</i>
<b>12<sup>th</sup> Late</b>	<i><b>Formal meeting</b> with the Head of Upper School, Deputy Head of Upper School, or Deputy Head (Whole School) to discuss further interventions.</i>

### **Exceptional Circumstances**

A leave of absence is granted at the headteacher’s discretion, including the length of time the pupil is authorised to be absent for. We define ‘exceptional circumstances’ as unexpected, unavoidable, and outside of your control, such as hospitalisation, a serious illness or a bereavement of a close relative.

### Attendance Monitoring

The designated leader will monitor attendance patterns and ensure the correct action is taken. Ensuring clear communication with parents.

### Consecutive Unauthorised Absence

Number of Days	Action
Day 1	Phone call to parents from attendance team
Day 2	Phone call to parents from attendance team
Day 3	Automatic email and call from attendance team
Day 4	Automatic email and call from attendance team
Day 5	Head of House call and arrange a meeting

### Attendance Thresholds

Green	96%+	No Action Taken
Amber	90-95%	Call home/meeting
Red	89% or below	HoH/PL call home
Critical	80% or below	Meeting with Head of LS/US

### Year 10-13

The following measures are in place if students fall below the expected attendance for lessons:

- 75% or below – the student will be entered as an external candidate for examinations
- 70% or below – the student will **not** receive a transcript grade for that learning period (Winter or Summer)
- 60% or below – the student may not be allowed to progress into the next academic year
- 50% or below – the student will **not** receive a personalised written letter of recommendation or reference

Each student will be handled on a case-by-case basis, and all extenuating factors and mitigating circumstances will be taken into account.

### Consecutive Unauthorised Absence- Day 1

**Subject: Unnotified Absence of [Child’s Name]**

Dear Parents,

I am writing to inform you that [Child's Name] was absent from school today and we have not received any notification regarding this absence. We have tried to contact you by telephone.

Regular attendance is crucial for academic progress and overall development. We understand that there may be valid reasons for their absence, and we kindly request that you inform us as soon as possible about the reason for today's absence.

Please contact the school attendance team ([attendance@harrowshenzhen.cn](mailto:attendance@harrowshenzhen.cn)) or reply to this email with the necessary details. Your prompt response will help us ensure the safety and well-being of all our students.

Thank you for your attention to this matter. If you have any questions or need further assistance, please do not hesitate to contact us.

Yours Sincerely,

主题: 关于[学生姓名]未提前通知的缺勤情况

尊敬的家长:

您好! 此次来信是为了告知您, [学生姓名]今天未到校上课, 同时我们尚未收到关于此次缺勤的任何请假通知。我们也尝试通过电话联系您, 但未能成功。

规律的出勤对学生的学术进步和全面发展至关重要。我们理解可能存在正当的缺勤原因, 因此恳请您尽快告知我们有关今天缺勤的具体原因。

请您通过以下方式联系学校考勤团队: 发送邮件至 [attendance@harrowshenzhen.cn](mailto:attendance@harrowshenzhen.cn), 或直接回复本邮件提供相关详情。您的及时回复将有助于我们确保每位学生的安全与福祉。

感谢您对这件事情的关注。如果您有任何疑问或需要进一步的协助, 请随时与我们联系。

致以最诚挚的祝福!

## **Consecutive Unauthorised Absence- Day 2**

**Subject: Unnotified Absence of [Child's Name]**

Dear Parents,

I am writing to inform you that [Child's Name] has been absent from school for 2 days and we have not received any notification regarding this absence. We have tried to contact you by telephone.

Regular attendance is crucial for academic progress and overall development. We understand that there may be valid reasons for their absence, and we kindly request that you inform us as soon as possible about the reason for today's absence.

Please contact the school attendance team ([attendance@harrowshenzhen.cn](mailto:attendance@harrowshenzhen.cn)) or reply to this email with the necessary details. Your prompt response will help us ensure the safety and well-being of all our students.

Thank you for your attention to this matter. If you have any questions or need further assistance, please do not hesitate to contact us.

Yours Sincerely,

主题：关于[学生姓名]连续两天未提前通知的缺勤情况

尊敬的家长：

您好！我写信是为了告知您，[学生姓名]已经连续两天未到校上课，同时我们尚未收到关于此次缺勤的任何通知。我们也尝试通过电话联系您，但未能成功。

规律的出勤对学生的学术进步和全面发展至关重要。我们理解可能存在正当的缺勤原因，因此恳请您尽快告知我们有关此次缺勤的具体原因。

请您通过以下方式联系学校考勤团队：发送邮件至 [attendance@harrowshenzhen.cn](mailto:attendance@harrowshenzhen.cn)，或直接回复本邮件提供相关详情。您的及时回复将有助于我们确保每位学生的安全与福祉。

感谢您对这件事情的关注。如果您有任何疑问或需要进一步的协助，请随时与我们联系。

致以最诚挚的祝福！

### **Consecutive Unauthorised Absence- Day 3**

**Subject: Unnotified Absence of [Child's Name]**

Dear Parents,

I am writing to inform you that [Child's Name] has been absent from school for 3 days and we have not received any notification regarding this absence. We have tried to contact you by telephone.

Regular attendance is crucial for academic progress and overall development. We understand that there may be valid reasons for their absence, and we kindly request that you inform us as soon as possible about the reason for today's absence.

Please contact the school attendance team ([attendance@harrowshenzhen.cn](mailto:attendance@harrowshenzhen.cn)) or reply to this email with the necessary details. Your prompt response will help us ensure the safety and well-being of all our students.

Thank you for your attention to this matter. If you have any questions or need further assistance, please do not hesitate to contact us.

Yours Sincerely,

主题：关于[学生姓名]连续三天未提前通知的缺勤情况

尊敬的家长：

您好！我写信是为了告知您，[学生姓名]已经连续三天未到校上课，同时我们尚未收到关于此次缺勤的任何通知。我们也尝试通过电话联系您，但未能成功。

规律的出勤对学生的学术进步和全面发展至关重要。我们理解可能存在正当的缺勤原因，因此恳请您尽快告知我们有关此次缺勤的具体原因。

请您通过以下方式联系学校考勤团队：发送邮件至 [attendance@harrowshenzhen.cn](mailto:attendance@harrowshenzhen.cn)，或直接回复本邮件提供相关详情。您的及时回复将有助于我们确保每位学生的安全与福祉。

感谢您对这件事情的关注。如果您有任何疑问或需要进一步的协助，请随时与我们联系。

致以最诚挚的祝福！

**Consecutive Unauthorised Absence- Day 4**

**Subject: Unnotified Absence of [Child's Name]**

Dear Parents,

I am writing to inform you that [Child's Name] has been absent from school for 4 days and we have not received any notification regarding this absence. We have tried to contact you by telephone.

Regular attendance is crucial for academic progress and overall development. We understand that there may be valid reasons for their absence, and we kindly request that you inform us as soon as possible about the reason for today's absence.

Please contact the school attendance team ([attendance@harrowshenzhen.cn](mailto:attendance@harrowshenzhen.cn)) or reply to this email with the necessary details. Your prompt response will help us ensure the safety and well-being of all our students.

Thank you for your attention to this matter. If you have any questions or need further assistance, please do not hesitate to contact us.

Yours Sincerely,

主题：关于[学生姓名]连续四天未提前通知的缺勤情况

尊敬的家长：

您好！我写信是为了告知您，[学生姓名]已经连续四天未到校上课，同时我们尚未收到关于此次缺勤的任何通知。我们也尝试通过电话联系您，但未能成功。

规律的出勤对学生的学术进步和全面发展至关重要。我们理解可能存在正当的缺勤原因，因此恳请您尽快告知我们有关此次缺勤的具体原因。

请您通过以下方式联系学校考勤团队：发送邮件至 [attendance@harrowshenzhen.cn](mailto:attendance@harrowshenzhen.cn)，或直接回复本邮件提供相关详情。您的及时回复将有助于我们确保每位学生的安全与福祉。

感谢您对这件事情的关注。如果您有任何疑问或需要进一步的协助，请随时与我们联系。

致以最诚挚的祝福！

**Consecutive Unauthorised Absence- Day 5**

**Subject: Unnotified Absence of [Child's Name]**

Dear Parents,

I am writing to inform you that [Child's Name] has been absent from school this week and we have not received any notification regarding this absence.

Regular attendance is crucial for academic progress and overall development. We understand that there may be valid reasons for their absence, and we kindly request that you inform us as soon as possible about the reason for today's absence.

Please contact the school attendance team ([attendance@harrowshenzhen.cn](mailto:attendance@harrowshenzhen.cn)) or reply to this email to arrange a meeting with the pastoral mentor to discuss this further.

Thank you for your attention to this matter. If you have any questions or need further assistance, please do not hesitate to contact us.

Yours Sincerely,

主题：关于[学生姓名]连续五天未提前通知的缺勤情况

尊敬的家长：

您好！我写信是为了告知您，[学生姓名]已经连续五天未到校上课，同时我们尚未收到关于此次缺勤的任何通知。我们也尝试通过电话联系您，但未能成功。

规律的出勤对学生的学术进步和全面发展至关重要。我们理解可能存在正当的缺勤原因，因此恳请您尽快告知我们有关此次缺勤的具体原因。

请您通过以下方式联系学校考勤团队：发送邮件至 [attendance@harrowshenzhen.cn](mailto:attendance@harrowshenzhen.cn)，或直接回复本邮件提供相关详情。您的及时回复将有助于我们确保每位学生的安全与福祉。

感谢您对这件事情的关注。如果您有任何疑问或需要进一步的协助，请随时与我们联系。

致以最诚挚的祝福！

[Date]

Dear Parents

I hope this letter finds you well. I am writing to inform you about a concern regarding your child, [Child's Name], and their recent attendance record at Harrow International School Shenzhen. Our records indicate that [Child's Name]'s attendance has dropped to between 90% and 95%.

Regular attendance is crucial for your child's academic success and overall development. When students miss school, they miss out on valuable learning opportunities, including classroom instruction, discussions, and activities that are essential for their understanding and progress. Even a few missed days can significantly impact their ability to keep up with the curriculum and can lead to gaps in their knowledge.

We understand that there may be valid reasons for absences, and we are here to support you and [Child's Name] in any way we can. If there are any specific issues or challenges that are contributing to these absences, please do not hesitate to reach out to us. We are committed to working together to ensure that [Child's Name] can attend school regularly and benefit fully from their education.

**The school will be contacting you shortly to discuss how we can support you and your child.**

Yours Sincerely,

出勤率低于 94%的家长信模板

尊敬的家长：

您好！希望您一切安好。此信是为了向您告知有关您孩子[孩子姓名]最近在深圳哈罗国际学校的出勤情况。根据我们的记录，[孩子姓名]的出勤率已降至 90%至 95%之间。

定期出勤对孩子的学术成功和全面发展至关重要。当学生缺课时，他们会错过许多宝贵的学习机会，包括课堂教学、讨论和活动，这些对于他们的理解和进步都至关重要。即使是少数几天的缺席，也可能对他们跟上课程的能力产生重大影响，并导致知识上的空白。

我们理解可能存在导致缺勤的合理原因，我们也非常愿意为您和[孩子姓名]提供支持。如果有任何具体的问题或困难导致这些缺勤，请随时与我们联系。我们致力于与您携手合作，确保[孩子姓名]能够定期上学，充分受益于他们的教育。

**学校将很快与您联系，讨论我们如何支持您和您的孩子。**

致以最诚挚的祝福！

## 89% Below Letter

Dear Parents,

I hope this letter finds you well. I am writing to express a serious concern regarding your child, [Child's Name], and their recent attendance record at Harrow International School Shenzhen. Our records indicate that [Child's Name]'s attendance has dropped below 89%.

Consistent attendance is vital for your child's academic success and overall development. When students miss school frequently, they miss out on critical learning opportunities, including classroom instruction, discussions, and activities that are essential for their understanding and progress. This level of absenteeism can lead to significant gaps in their knowledge and hinder their ability to keep up with the curriculum.

We understand that there may be various reasons for these absences, and we are here to support you and [Child's Name] in addressing any challenges you may be facing. It is important that we work together to improve [Child's Name]'s attendance to ensure they can fully benefit from their education and achieve their full potential.

**The school will be contacting you shortly to discuss how we can support you and your child.**

Yours Sincerely,

出勤率低于 89%的家长信模板

尊敬的家长：

您好！希望您一切安好。此信是为了向您告知有关您孩子[孩子姓名]最近在深圳哈罗国际学校的出勤情况。根据我们的记录，[孩子姓名]的出勤率已经低于 89%。

定期出勤对孩子的学术成功和全面发展至关重要。当学生缺课时，他们会错过许多宝贵的学习机会，包括课堂教学、讨论和活动，这些对于他们的理解和进步都至关重要。即使是少数几天的缺席，也可能对他们跟上课程的能力产生重大影响，并导致知识上的空白。

我们理解可能存在导致缺勤的合理原因，我们也非常愿意为您和[孩子姓名]提供支持。如果有任何具体的问题或困难导致这些缺勤，请随时与我们联系。我们致力于与您携手合作，确保[孩子姓名]能够定期上学，充分受益于他们的教育。

**学校的人文关怀导师将很快与您联系，讨论我们如何支持您和您的孩子。**

致以最诚挚的祝福！

## **81% Below Letter**

Dear Parents,

I hope this letter finds you well. I am writing to express a serious concern regarding your child, [Child's Name], and their recent attendance record at Harrow International School Shenzhen. Our records indicate that [Child's Name]'s attendance has dropped below 80%.

Consistent attendance is vital for your child's academic success and overall development. When students miss school frequently, they miss out on critical learning opportunities, including classroom instruction, discussions, and activities that are essential for their understanding and progress. This level of absenteeism can lead to significant gaps in their knowledge and hinder their ability to keep up with the curriculum.

We understand that there may be various reasons for these absences, and we are here to support you and [Child's Name] in addressing any challenges you may be facing. It is important that we work together to improve [Child's Name]'s attendance to ensure they can fully benefit from their education and achieve their full potential.

**The Head of School will be contacting you shortly to arrange a meeting to see how we can support you and your child.**

出勤率低于 81%的家长信模板

尊敬的家长：

您好！希望您一切安好。此信是为了向您告知有关您孩子[孩子姓名]最近在深圳哈罗国际学校的出勤情况。根据我们的记录，[孩子姓名]的出勤率已经低于 80%。

定期出勤对孩子的学术成功和全面发展至关重要。当学生缺课时，他们会错过许多宝贵的学习机会，包括课堂教学、讨论和活动，这些对于他们的理解和进步都至关重要。即使是少数几天的缺席，也可能对他们跟上课程的能力产生重大影响，并导致知识上的空白。

我们理解可能存在导致缺勤的合理原因，我们也非常愿意为您和[孩子姓名]提供支持。如果有任何具体的问题或困难导致这些缺勤，请随时与我们联系。我们致力于与您携手合作，确保[孩子姓名]能够定期上学，充分受益于他们的教育。

**学校的学部校长将很快与您联系，讨论我们如何支持您和您的孩子。**

致以最诚挚的祝福！

## 目的：

本政策旨在体现我校对于履行学生出勤责任的承诺，并通过全校范围内的文化和价值观来重视良好的出勤情况，包括：

- 对全体学生设定高标准的出勤与准时要求
- 宣传良好出勤及其带来的益处
- 减少缺勤情况，包括长期缺勤和严重缺勤
- 确保每一位学生都能接受教育并充分发挥其潜力
- 及早采取措施应对缺勤模式
- 与家庭建立紧密联系，确保学生得到必要支持以按时到校
- 促进并支持学生按时上课

本政策遵循英国教育部（DfE，2024）发布的《共同努力改善学校出勤率》法定指导文件。

## 出勤要求：

哈罗学校要求学生保持规律出勤，以确保其在学业上取得良好进展。因此，学生的出勤率应当保持在 96% 以上。若出勤率低于该标准，学校将启动出勤干预程序（详见附录）。

## 流程

指定高级领导（中学部副校长学生关怀& 小学学生关怀协调员）

指定高级领导的职责包括：

- 支持教职员工监控个别学生的出勤情况。
- 监督任何已实施的出勤策略的效果。
- 与有特殊教育需求（SEND）的学生家长合作，为此类学生制定具体的出勤支持方案，包括在校车经常被错过，或 SEND 学生在校内面临出勤障碍的情况。
- 通过一切可用渠道，定期向学生和家长传达学校对出勤与守时的高期望。
- 引领、倡导并提升全校的出勤水平。
- 为改进并保持良好出勤设定清晰愿景。
- 评估和监督出勤相关的期望与流程。
- 全面掌握缺勤数据并负责缺勤数据的分析。
- 定期监督和评估出勤率的改进进展。
- 建立并维护有效的缺勤处理系统，并确保所有教职员工严格遵循。

## 院舍主任/学段主任

- 在需要时与学生、家长/监护人及外部机构保持沟通。
- 与家长建立紧密且富有成效的关系，以讨论并解决出勤问题。
- 与学生及其家长/监护人合作，制定干预或重返校园计划。
- 向学生和家庭提供有针对性的干预和支持（REACH 计划）。

## 教师

- 所有班级教师须在晨会考勤时记录出勤情况，并正确提交出勤代码（见附录 1），并通过 iSAMS 系统上传信息。
- 晨间考勤必须在上午 8:00 前完成。
- 中学部教师必须在每节课开始 10 分钟内完成出勤登记。
- 如果某学生未到课，但系统显示为出勤，则必须点击警示按钮。
- 为所有学生持续营造温暖、友好、积极且安全的学习环境。
- 以微笑并称呼学生姓名欢迎他们进入课堂。
- 在一切机会中宣传并奖励良好出勤；对曾缺勤的学生要热情迎接，如说：“很高兴见到你——我们很想念你，我真的很开心你恢复健康/回来了”，切勿说“你去哪儿了？你落下了很多功课……”。
- 关注每位学生的缺勤情况或缺勤模式，确保他们在学业上获得补充支持。
- 通过完成出勤报告，协助有出勤目标的学生。
- 如因缺勤产生问题（如学习落后、同伴反应、教师配合等），须在必要时与学院主任/学段主任沟通；如涉及潜在的儿童安全保护问题，则须立即报告学校指定的儿童保护负责人（DSL）。

## 考勤团队

### 行政人员职责：

- 接听家长关于学生缺勤的来电，并在 iSAMS 系统中记录。
- 监控出勤邮箱，及时更新 iSAMS 系统。
- 若发现与儿童保护相关的背景问题可能解释学生的不规律或不良出勤，须通知 DSL（指定儿童安全保护负责人）。
- 持续营造并支持温暖、友好、积极且安全的校园氛围。
- 以姓名称呼并微笑问候每位学生。

- 对因焦虑而返校的学生给予特别关怀，必要时陪同其进入课堂。
- 向家庭保证，学校将在日间密切关注孩子的身心状态，若有问题将及时与家长沟通。
- 当学生出勤率低于规定标准时，联系家长。
- 将低于阈值或存在缺勤模式的情况及时告知学院主任/学段主任。

#### **家长职责：**

- 确保孩子每天按时到校。
- 若孩子缺勤，应通过出勤邮箱（attendance@harrowshenzhen.cn）上报，包括学生全名、班级、缺勤原因及预计返校日期。
- 为孩子提供不少于一个紧急联系人号码。
- 确保孩子的各类预约（如就诊）尽量安排在课外时间。如确实无法避免，须提前通过出勤邮箱告知学校。
- 若孩子缺勤率上升并引起担忧，学校可要求家长签署学习支持计划（REACH Plan），以协助改善。
- 遵守与学校签署的任何出勤协议。

#### **计划性缺勤**

##### **医疗预约：**

若家长提前告知学校，医疗或牙科预约将被视为准假。家长须通过出勤邮箱（attendance@harrowshenzhen.cn）告知医疗或牙科预约，并说明：

1. 缺勤原因
  2. 缺勤时长
  3. 学生预计返校时间
- 学校鼓励家长尽量将预约安排在课外时间。若无法避免，学生应尽量减少离校时长。
  - 其他学期中缺勤类型，家长须尽早提前提出申请。
  - 获批教育活动：
  - 任何请假申请须至少提前一周提交至小学部或中学部校长审批。
  - 申请需通过出勤邮箱（attendance@harrowshenzhen.cn）提交。
  - 一旦校长“回复全部”确认是否批准缺勤，出勤管理员将在系统中预先标注已计划/批准的缺勤情况，供任课教师/班主任查阅（若有出入，如学生按时到校，则可更正）。

- 出勤管理员需通知家长，确认收到申请，并说明是否批准。
- 无故缺勤
- 出勤管理员将在每天早晨 08:15 之后生成出勤报告，并优先检查第一节课的出勤，以确认缺勤情况。
- 出勤管理员将联系无提前请假却缺勤的学生家长/监护人，确认缺勤原因，并在系统中更新（如“生病”），并在备注栏中记录具体说明。

### 迟到与守时

- 学生若在上 8:00 之后到校，即视为迟到。
- 出勤团队需记录其迟到情况及实际到达时间。
- 学生若上课超过 5 分钟后进入课堂，则视为迟到。

迟到次数	后果
第 2 次迟到	在 P6 个人辅导时段与班主任谈话。
第 4 次迟到	午餐时段到院舍主任处进行 20 分钟反思（自抵达时起算），并由院舍主任向家长发送邮件，表达对守时问题的关切、说明其对学生组织能力及全面发展的影响，并告知该记录将记入学校成绩报告。
第 6 次迟到	每周三 16:00-16:30 到院舍主任处进行反思（自抵达时起算 30 分钟，各院舍主任轮流执行），并由院舍主任致电家长，说明守时问题的影响及记录存档事项。
第 8 次迟到	与学校高层管理团队（SLT）进行反思，同时由校方向家长发送标准版守时问题通知邮件。
第 10 次迟到	与院舍主任召开家长会，持续讨论该问题并共同制定改进计划。
第 12 次迟到	与中学部校长、中学部副校长或是全校副校长举行正式家长会，商讨进一步干预措施。

### 特殊情况

缺勤假由校长酌情批准，包括允许的缺勤时长。我们将“特殊情况”界定为突发的、不可避免的、且超出个人控制的情况，如住院、重病或直系亲属的丧亲。

### 出勤监控

指定负责人将持续监控出勤模式，确保采取适当措施，并与家长保持清晰沟通。

### 连续未获授权的缺勤

天数	措施
第 1 天	出勤团队电话联系家长
第 2 天	出勤团队电话联系家长
第 3 天	出勤团队发送自动邮件并电话联系
第 4 天	出勤团队发送自动邮件并电话联系
第 5 天	院舍主任致电并安排会面

### 出勤率标准

绿色	96% 及以上	无需措施
黄色	90%-95%	电话联系家长/安排会面
红色	89% 及以下	院舍主任/学段组长致电家长
临界	80% 及以下	由学部校长安排会面

### 10-13 年级

若学生课程出勤率低于预期，将采取以下措施：

- 75% 或以下 —— 学生将以校外考生身份参加考试
- 70% 或以下 —— 学生在该学习周期（冬季或夏季）将不会获得成绩单分数
- 60% 或以下 —— 学生可能不被允许升入下一个学年
- 50% 或以下 —— 学生将无法获得个性化书面推荐信或推荐材料

每位学生的情况将单独评估，并考虑所有相关情有可原因素与特殊情况。



## REACH Plan 学习支持计划

*Excellence Across All Areas*

<b>Name 姓名:</b>		<b>1<sup>st</sup> Language 母语:</b>		
<b>Date of birth 出生日期:</b>		<b>Additional Need 其他需求:</b>		
<b>Tutor Group 班级:</b>		<b>School Contact 学校联系人:</b>		
<b>Date Beginning 开始日期:</b>		<b>Review Date 审查日期:</b>		
<b>Context 内容概要</b>				
<b>Targets 目标</b>	<b>Student Actions 学生行动</b>	<b>Parent Support 家长支持</b>	<b>School Support 学校支持</b>	<b>Evaluation 评估</b>
		•	•	
		•	•	
		•	•	
<b>Student Signature: 学生签字</b>		<b>Parent Signature: 家长签字</b>		<b>School Signature: 学校代表签字</b>