



BUDAPEST BRITISH INTERNATIONAL SCHOOL

Student Attendance Policy

At BBIS, we aim to create an environment where attendance is valued by parents and students alike and where it is seen as being integral to success. Every child and young person has the right to an education. To achieve the best possible outcomes, students must attend school as often as possible. High levels of attendance underpin good progress and learning. Students need to attend school regularly to take full advantage of the educational opportunities available to them.

The policy below reflects the Regulations and Guidance from the Hungarian Department for Education. It considers the elements of The United Nations Convention on the Rights of the Child (CRC) related to schools. The CRC is an international treaty that outlines a set of rights and principles to ensure the well-being and protection of children. It was adopted by the United Nations General Assembly in 1989 and ratified by most countries worldwide. The CRC consists of 54 articles that cover a wide range of children's rights, in which Article 28 recognises the right of every child to receive an education, and Article 29 emphasises the goals of education and the importance of preparing children for a responsible life in a free society.

School attendance is a critical aspect of fulfilling these rights, as it is how children can access education and benefit from the opportunities it provides for their growth and development. Good attendance also considers a student's health and well-being. Consequently, BBIS works with parents and students to provide academic and social support to safeguard a student's well-being, particularly if a student is frequently absent due to ill health. For students who struggle with attendance, showing constant improvement in attending school is recognised and rewarded.

BBIS reserves the right to involve the Hungarian support services where necessary if school attempts to improve attendance have not worked well enough.

1. Objectives:

- **Enhancing Student Achievement:** We strive to improve student achievement by ensuring high levels of attendance and punctuality.
- **Minimum 95% Attendance:** We aim for a minimum attendance rate of 95% for all children, with exceptions for those facing chronic health issues, where good attendance and punctuality are celebrated and recognised as the norm.
- **Raising Awareness:** We work to increase awareness among parents, carers, and students regarding the importance of uninterrupted attendance at every stage of a child's education, encouraging the development of good attendance habits from an early age.
- **Participation:** Attendance isn't just about physical presence; it also implies active engagement in classroom activities, discussions, and coursework. A student who attends but doesn't participate may still not achieve their expected outcomes.

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2. How We Promote Attendance as a Community:

- **Parental Responsibility:** We expect parents to take the lead in ensuring their child's regular and punctual attendance.
- **Life Skills for Students:** We empower students to take responsibility for their attendance in age-appropriate ways.
- **Effective Communication:** We maintain communication channels with parents, students, staff, regarding attendance matters.
- **Support for Difficulties:** We offer support to students facing difficulties at home or school that may affect their attendance.

3. Parent/Carer Responsibilities:

- **Regular Attendance:** Parents must ensure their child attends school regularly and punctually unless prevented by illness or a medical appointment.
- **Absence Notification:** Parents should promptly notify the school of any absence and pre-schedule medical appointments by emailing absences@bbis.hu.
- **Addressing Reluctance:** Parents are encouraged to communicate with the school promptly if their child is reluctant to attend so that issues can be addressed.

6. Recording Attendance and Absence:

- **Daily and Lesson by Lesson Recording:** attendance registers are legal documents. All attendance (and absences) are recorded in the School Management information system.
- **Categories of Absence:** There are two categories of absence: Authorised and Unauthorised

7. Authorised Absence - Medical:

- **Notification:** Parents must inform the school by 8:00 am about a child's medical absence via email to absences@bbis.hu
- **Medical Notes:** Certificates from medical professionals are required for absences beyond two days, stating the duration of the sickness and when the child is well enough to return to school.
- Authorised medical absences occur when a child is unwell and cannot attend school or when a child becomes unwell at school and needs to go home or to hospital.

8. Authorised Absences - Non-Medical:

- **Religion:** As an internationally diverse community, BBIS recognises the wide variety of religious practices in which attendance at a festival is a requirement of the religion. They include, but are not limited to, Eid al-Fitr and Eid al-Adha; Diwali;

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Yom Kippur and Rosh Hashanah

- BBIS does not supply lesson work missed during the absence.
- **Exceptional Circumstances:** Authorisation for absences may be granted under exceptional extenuating circumstances by the Head of Primary or Head of Secondary School. In all 'in advance' cases, parents are expected to request permission in advance and provide a valid reason for the authorised absence. BBIS evaluates each written request on a case-by-case basis to balance the importance of attendance with the unique circumstances presented by the parents.
- Examples of exceptional extenuating circumstances include:
 - family events, such as weddings or funerals
 - legal proceedings, court appearances, or emergency situations like natural disasters
 - situations where a student is receiving additional educational support, parents may need to take their child out of school for assessments, meetings with specialists, or therapy sessions
 - approved in advance, Sporting or Arts Events for students who participate in competitive sports, arts, or extracurricular activities at a high level (regional, national, international)
 - significant life events (birth of sibling, University graduation of close family member) or family emergencies
 - Where children of military service members when a parent is deployed or when there are other military-related commitments

9. School Day:

- *Late Morning Arrival:* Arrival after 8:35am is counted as a late arrival.
- *Medical Appointments:* Where possible, planned medical appointments should be scheduled outside of school hours.

10. First Day Contact:

- *Communication:* If BBIS does not receive an email communication from you about an absence, we initiate a first-day contact process to ensure your child's safety and well-being.

11. Shared Responsibilities:

- **Expectation:** BBIS expects that a minimum attendance of 95% is achieved by all students.
- **Shared Responsibility:** Parents and the school are responsible for maintaining good attendance. The school will communicate concerns and provide support when necessary.
- **Interventions:** In cases of persistent attendance issues, the school may make a referral to the Educational Welfare Service to ensure your child's educational well-being.

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