

BSB Shunyi Primary School

School Attendance, Absence and Early Departure

Attendance at School

Children are expected to attend school each day that it is open. They are expected to arrive on time and to stay for the duration of the school day.

- From 8.15 onwards children can make their way to their classroom from the Primary foyer
- A Primary staff member is on duty in the Primary foyer from 8.15 – 8.30 every morning
- Children should not arrive at school before 8am

Regular and punctual attendance at school is essential for students to maximise their educational opportunities. At a minimum, students are expected to achieve a 95% attendance rate over the course of the school year. Termly reports will include a student's attendance rate.


Late arrivals

If a child arrives at school after 8.40am they should go directly to the Primary Receptionist who will register their attendance at school. After doing this the child can go to their classroom.

Absences

Each class teacher takes a daily register at 8:40am to check the attendance of the students in their



class. Parents should complete the Daily Absence form [here](#) or  before 8.15am. As part of our school safety procedures, the Primary Receptionist will contact parents by phone if we have not received notification about a child's absence. This is to check that we know the whereabouts of each child who should be attending school on that day.

If parents know in advance that their child will be absent from school, please inform the relevant class teacher and our Primary Receptionist, Ms Yana Zhao (yana.zhao@britishschool.org.cn) via email. Our staff will update our electronic student management system which keeps a record of student absence and records the reasons for any absences. If a child uses the school bus, the Transport Department should also be notified sybus@britishschool.org.cn

Please note: a child is required to remain away from school for 72 hours after vomiting or diarrhoea in order to prevent viruses being spread to other students. If a child is without symptoms and parents want their child to return to school earlier, parents need to provide a medical certificate for their child (with diagnosis) and send it to the Nurses' office prior to the child's return to school nurses@britishschool.org.cn If parents cannot provide a medical certificate for their child, the child needs to remain at home for 72 hours.

COVID-19 Additional Health and Safety Measures

If a student has a temperature of 37.3 or above, they will be sent home and asked to stay at home for 48 hours. Furthermore, before their child returns to school, parents will need to provide a negative COVID test for their child to the Nurses' office: nurses@britishschool.org.cn

Long-Term Absences

If parents are taking their child away from school for a period longer than one week the school cannot be responsible to set work for that time; however teachers can suggest a number of activities that will help support and maintain children's learning if the absence is prolonged. Permission for a long-term absence should be sought from the Head of Primary well in advance of any planned trip.

Swimming and P.E Lessons

Swimming and games are an integral part of the Physical Education programme at BSB and all children are expected to take part in these lessons each week. If for any reason children cannot take part (i.e. they have injured their arm or have a doctor's note) then the class teacher should be informed in writing. In general, if a child can take part in lessons in the classroom they are considered well enough to take part in the Physical Education lessons. If they do not have a written note from a parent they will be expected to join the rest of the class for the lesson.

Excessive absences

Excessive absences are those which cause a student's attendance, at any point during the year, to be much lower than expected. A student who displays a pattern of excessive absences, lateness or early dismissals, will be referred to their Head of Year who shall investigate and recommend appropriate action, including a conference with the parent / guardian and the Primary Leadership Team.

Family Holidays

Although absence for family holidays is discouraged, we recognise that being an international school, there will be special occasions where parents may request to take their child/ren out of school for a family holiday or special celebration or event / opportunity for their child. Permission for these absences should be sought in advance by parents from the Head of Primary.

Student Early Departure from School

When a child needs to leave school before the official end of the school day, the following procedure has been agreed to ensure the safety of our students at all times:

- Parents inform the class teacher and Head of Primary PA, Ms Emma Ma emma.ma@britishschool.org.cn via email ideally at least 24 hours in advance specifying the reason why the early departure is necessary and the time of departure from school.
- The Primary secretary will complete an Early Departure Form for each child leaving school early.
- A staff member will take the student to the front of school to meet their parent / carer at the agreed time. The staff member will collect the Early Departure Form from the Primary Office.
- Staff will present the Early Departure Form to the guard at the main school entrance when accompanying the early departing student. Without the completed, signed and stamped Early Departure Form a child will not be able to leave the school campus.

Students becoming ill whilst at school

If a child begins to feel ill whilst at school, they will be sent to the Nurse. The Nurse will contact parents and supervise their child in the infirmary until parents arrive to collect their child. Children who vomit, have a fever or diarrhoea whilst at school will need to be collected by their parents so that they can recuperate comfortably at home. Once parents arrive at school they can notify the security guards who will inform the Nurses' office. Parents are unable to enter the school campus. The nurse will personally accompany students to the front of school and hand the child over directly to their parents. The Nurse will provide the Early Departure Form for the child.

If a child has an accident at school which requires the attention of the nurse, the school nurse will email parents to give them details regarding the injury sustained and any treatment given. In the case of a serious accident which requires the attention of a doctor, the nurse will contact parents. Parents are able to collect their child from school (as detailed above) or meet their child, who will be accompanied by a school nurse, at an agreed hospital or clinic.

Supervision of children when parents are away from Beijing

If parents are away from home overnight and / or travelling outside of Beijing without their child/ren the school must be informed of the supervision arrangements for their child/ren.

Parents are asked to contact their child's class teacher with the following details

- Supervisor: (a designated responsible adult)
- Supervisor's contact details:
- Parent's overseas contact details:
- Dates leaving and returning to Beijing:

Notifying the Bus Office

If your child is going to be absent and they normally take the school bus, please email the Bus Office SYBUS@britishschool.org.cn. Alternatively, parents can phone +8610 8047 3588 *2568.

The bus office staff will reply to all emails they receive.