

## Policy 54: Attendance

**DEFINITION(S):** For the purposes of this policy, attendance refers to the total number of school days attended by the student during the school year based on the Summit International School (SIS) calendar.

**PURPOSE(S):** To ensure that students are attending all classes and activities that result in their understanding of the curriculum and the subjects being taught. - To set out the Council's expectations in relation to full attendance at SIS by all students without exception, through a clear policy and effective communication with Parents/Guardians.

**POLICY:** This policy is linked to Policy (55) on absence, which elaborates on authorized absences. At the beginning of the academic year, each School shall issue to Parents / Guardians its Council-approved attendance policy setting out procedures to deal with absences and to ensure that students punctually and regularly attend SIS and all lessons, and that all attendance data is accurately recorded.

Basic requirements and responsibilities in relation to students' attendance at SIS are as follows and reflected in the School's attendance policy:

- Students are expected to attend SIS on every school day as specified in the School calendar.
- Students shall arrive at SIS punctually every day, attend morning assembly, and attend classes on time.
- Teachers shall maintain a record of attendance by students for every lesson.
- SIS will maintain accurate daily attendance data for each student, including timely or late arrival to School.
- Parents / Guardians will make every effort to ensure that their children attend school every school day and arrive on time.
- A student who arrives to school late should report to the reception and get an admission slip to enter the class and will be marked as Late on the attendance system.
- When a student returns to SIS following an absence, Parents/Guardians must send a signed note to the School indicating the reason for the student's absence.
- Students are responsible for completing all assignments missed during their absence (see Policy (55)).
- Parents/Guardians should seek to ensure that family vacations take place during scheduled School holidays.

## **Monitor the Daily Attendance/Absence of Students:**

A Student Information System (Orison) is used to monitor attendance. Teachers enter AA for Authorized Absence, UA for Unauthorized Absence, L for Lateness and P for Present. Supervisors upload the student's sick leave form into that system when it is provided by the student or parents/guardians. Teachers enter L for students who are up to 10 minutes late.

## **In Case of early Pick-Ups by parents/guardians from school:**

Early Pick-ups are strictly not allowed at SIS unless it is an emergency, in which the parents should inform the teachers, supervisors and school's administration by a phone call or an email. Emergency pick-ups include:

- Illness.
- Death of first or second degree relative.
- Official community task.
- Mandatory appearance before an official body.
- Essential urgent family travel for matters such as medical treatment or the death of a family member.

When the parent/guardian arrives to pick his/her kids from school, he/she should contact the reception office first who will call the supervisor to get the student out of the class providing the teacher with a permission slip.

Parents are always encouraged to book their kids' doctor appointments after the school hours.

In case the parents wish to pick-up their kids early for reasons other than the above mentioned, they will contact the reception who will refer them to the school's Vice Principal. Parents will need to meet with the Vice Principal and explain the reasons for early pick-ups. Parents will need to sign an undertaking letter for unexcused early pick-ups/absences.

When a student accumulates five missing periods during a period of time due to unauthorized late arrival to school or early pick-ups from school, it will be considered and documented as a Full Day absence.

All absences are recorded on the student's End of Term Report Cards.