



**International School
Hilversum**
Alberdingk Thijm

Student Attendance Policy (MYP & DP)

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1. ISH Guiding Statements

Mission

Learning through Diversity

Vision

Integrity - Compassion – Ethics

We are a school that celebrates learning through diversity; striving to develop academically skilled, resilient and reflective individuals. Students are encouraged to discover a personal vision and a strong set of values through student-driven action that recognises the need to act in a principled way and with empathy.

We offer a supportive and safe environment that provides the whole school community with the opportunity to embrace challenges and contribute positively. We are optimistic and inspired to become responsible content creators and in this we are thinkers and makers, not just followers. Integrity, compassion and ethical choices are the drivers of our decision making.

Values

We believe in time prioritised to allow for deeper thinking

We model healthy relationships in our welcoming, inclusive community

We build physical and virtual environments that encourage sustainable choices

We take principled action as a result of our learning

We have high academic expectations to facilitate exceptional outcomes

We develop critical thinking and learning through routines

We question, explore and transfer knowledge through language and process learning

We encourage a risk-taking mindset that embraces all learning as opportunities for development

2. Lateness

A student who arrives late for class for any period must report to the Student Services office. All late arrivals will be registered and students who are late more than three times in one term will be required to attend a detention. This involves coming to school the following morning at 08:00. Failure to attend the detention session will result in the student having to come to school at 08:00 each day for the next week. Parents/legal guardians will be informed. If a student repeatedly fails to comply with the above, parents/legal guardians and the student will be invited to a meeting with the Deputy Head and/or school Principal. Suspension or a transfer to another school may follow.

If a student is habitually late, and no improvement takes place, parents/legal guardians will be asked to explain and the authorities may be informed.

For Diploma Programme (DP) students (DP1 and DP2), if a student is more than fifteen minutes late to a class, the teacher will have the right to refuse entry to the class and the student will be marked down as absent.

3. Dismissal from Class

If a student is required to leave the class due to inappropriate conduct s/he should, whatever the circumstances, report to the Deputy Head, as appropriate. Frequent dismissal from the classroom may lead to further consequences, such as internal suspension from classes. In such cases, students are still required to take the tests, and do the homework set for those days.

4. Absences

All teachers are responsible for taking registration at the beginning of each lesson and registering student absence in Somtoday to ensure all student absence is registered. The Mentors and DP Supervisors are responsible for monitoring student absence in their class/group. Student absence is the first point on the agenda of the weekly meetings of Deputy Heads and the Mentors/Supervisors.

4.1. Reporting Student Illness

Every child in the Netherlands has a right to education and also has the obligation to attend school. Parents/guardians are requested to phone (035-6729934) the school between 08.00am and 09.00am to report the sickness of their child. A message can be left on voicemail. Parents/legal guardians may also report sickness by email (studentservices.ish@atscholen.nl). If the sickness continues parents/legal guardians should update the school on a daily basis. In all cases of illness, students must report to the Student Services office immediately upon return to school. This must be done before the first teaching period of the day for that student.

4.2. Illness During a School Day

Students who become ill during school hours must go to the Student Services office. The parents/legal guardians of MYP students will be called in order to ask approval for their child leaving school for the day. DP students will get a green card, which should be signed by their

parents/legal guardians and returned to the Student Services office upon their return to school. **No student should leave the school before the office is informed** except in an emergency situation.

4.3. Absence for One or More Lessons

Students with a special reason (e.g. doctor, dentist, specialist appointment) for a short absence from school, meaning late arrival, early departure or absence for an hour or two must report to the Student Services office in advance. Absence for an hour or longer (due to oversleeping etc.) is seen as absence without a valid excuse.

Students who miss a test due to an absence of one or more hours should contact the teacher concerned as soon as possible, so that arrangements can be made to make up that test. Absence due to a medical/dental appointment is not a valid excuse for not doing homework or a test in a particular subject. Arrangements must be made to make up a test in the first available retake hour.

In the event of absence from school for a reason not related to illness (e.g. family funeral of a near relative, special family anniversary, open days for Universities) parents/legal guardians must request permission from Mrs. Neethling (c.neethling@atscholen.nl) in writing well before the event. The student needs to make arrangements concerning homework, and to inform teachers concerned of the reason for prolonged absence. The school is bound to uphold the rules and guidelines laid down by the authorities.

4.4. Absence from Physical and Health Education Lessons

Students who wish to be excused from taking part in a Physical and Health Education (PHE) lesson should contact their PHE teacher before the lesson. If the PHE teacher is not informed before the lesson, the absence will be seen as unauthorised. Students not taking part in PHE lessons over a longer period of time must inform the Deputy Head or Mrs. Cecilia Neethling of the reasons for this. A medical certificate is required in such cases. PHE is an assessed subject in Grades 6-10, with strict attendance requirements. Students not attending PHE education lessons do not have a free period during those lessons but should attend the lessons unless otherwise instructed.

4.5. Absence without a Valid Reason

A first offence will be officially noted; students will receive a warning. The student will make up the lost time on a ratio of 2:1 in the school library. Repeated absences without a valid excuse will lead to parent/legal guardian interview and/or suspension. The authorities will be informed at the appropriate time. Parents/legal guardians and teachers concerned will be informed in such cases. On suspension a student may not attend lessons but will be given work to do at school while suspended. In serious cases a student may be forbidden to enter the school building during the period of suspension. If the student's behaviour does not improve, it will be recommended to the school board that s/he be excluded from the school permanently. All International Baccalaureate (IB) programmes require that a minimum number of hours be covered. Attendance will, therefore, be taken into account in confirming satisfactory completion of courses.

Students Grades 6 – 10 may not leave the school grounds during their school hours.

4.6. Frequent Illness

In the event a student is frequently ill, the Mentor/Supervisor will contact the parents/legal guardians to find out what the nature of the illness is. The Mentor/Supervisor will ask for a doctor's statement, which will be kept in the student file. The Mentor/Supervisor informs the student's teachers of the situation. If a doctor's statement is not available, the Mentor/Supervisor will inform the parents/legal guardians that the school will arrange a visit to the School Doctor for the student. If the School Doctor diagnoses the student with a psychosomatic condition, the Student Counsellor designs a student absence prevention plan and informs all parties of steps to be taken.

5. Special Leave

As a general rule, students are not permitted to take time off outside official school holidays. In unusual circumstances, parents/legal guardians must request a special leave of absence for their child well in advance of the planned absence, by sending an email to Mrs. Neethling (c.neethling@atscholen.nl). The e-mail must state the reason, length and time of the planned absence. Mrs. Neethling will inform the parents/legal guardians of the school's response to the request as soon as possible.

Parents/legal guardians must be aware that the authorities monitor schools carefully to ensure special leave is granted only in unusual circumstances and schools are following the criteria set by the government.

6. Absence of Teachers

Absent teachers will be replaced by other teachers wherever possible. If this is not possible, the teaching schedule will be revised. If no instructions are given, the students should go to their classroom as usual and wait for the substitute teacher to arrive. Students are expected to check the daily timetable and not assume that certain lessons are cancelled. In cases of doubt, students should ask the Student Services Manager.

7. Policy Review

Towards the end of each academic year, all policies are updated (where appropriate). A formal whole policy review takes place every five years as part of the 5-year strategic plan cycle.

The IB Mission Statement; the UN Convention of the Rights of the Child; the CIS Code of Ethics and the 'Stichting Alberdingk Thijm Scholen' (ATS) Mission and Vision are consulted for the writing and review of all policies.