

Attendance protocol

Process for managing: number of lateness are measured per school year

Type	Action
<ul style="list-style-type: none"> Weekly: Tutors check magister on attendance, discuss any recurring issues with student lateness. 	<ul style="list-style-type: none"> Tutors, write in magister logbook
<ul style="list-style-type: none"> 3 x late Tutor talks to student and writes it in magister logbook, tells Head of Section 	<ul style="list-style-type: none"> Tutors report Head of Section
<ul style="list-style-type: none"> 6 x late Letter sent to the parents, signed by the tutor. Note should be made in Magister Logbook. 	<ul style="list-style-type: none"> Tutor to send letter, report of Head of Year. Note should be made in Magister Logbook.
<ul style="list-style-type: none"> 9 x late letter sent to the parents by the Head of the Years 	<ul style="list-style-type: none"> Head of Section - note in magister logbook
<ul style="list-style-type: none"> 12 x late 	<ul style="list-style-type: none"> Head of Section to request the situation to be reported to leerplicht which will send a letter to parents/carers.
<ul style="list-style-type: none"> 15 x late 	<ul style="list-style-type: none"> Process led by Leerplicht. Their actions could potentially lead to a HALT type programme

Notes to consider

- Lateness: the time frame is measured per school year. (This is official, so it is definitive)
- In the case of sustained lateness due to trains, weather or traffic conditions, etc, a decision must be made by the Head of Section. By this is meant that students are normally marked late with a reason if there is a delayed train etc. This is acceptable only up to a certain level, not weekly. This is going to be dealt with case by case and led by Heads of Section.
- Only for Lesson 1, a "late" is considered a "late" within the first 15 minutes of the start of the lesson, anything beyond that becomes an **unexplained absence**. Students will still need to present a late slip.
- For a late during the day, if a student is more than 10 minutes late for a lesson, it becomes an unexplained absence, without a valid reason. An example of this would be speaking to a Head of Section. The Head of Section will inform of this to the teacher or accompany the student back to his/her lesson.
- For RISS students only, parents need to communicate to our Heads of Sections if there are special circumstances that will affect their normal attendance itinerary in the long term.

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Recording absences

Reason	Record as
Truancy: <ul style="list-style-type: none"> • Whole hours or days • No reason, no legitimate reason or no reason given later 	Unauthorised absence
Reported sick in accordance with applicable agreements: <ul style="list-style-type: none"> • Before the agreed time • By the parent or carer 	Illness
Not reported sick in accordance with applicable agreements: <ul style="list-style-type: none"> • Not before the agreed time • Not by parent or carer 	Unauthorised absence. Once parents are contacted then it can be changed to Authorized, ill, etc.
Late for school	Unauthorised absence
Appointment with doctor, specialist etc. reported in accordance with applicable agreements.	Authorised absence, e.g. doctor's appointment
Appointment with doctor, not reported in accordance with applicable agreements.	Unauthorised absence
Exemption or leave for compelling reasons (fewer than 10 school days), with head of school's permission.	Authorised absence, e.g. exemption, leave
Exemption or leave for compelling reasons (fewer than 10 school days), with school attendance officer permission.	Authorised absence, e.g. exemption, leave
'Deluxe' absence: day or days off without head of school's or school attendance officer's permission.	Unauthorised absence
Exclusion, no more than five days (not applicable to primary schools).	Exclusion
Student Exclusion	Exclusion

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Action to be taken by school

Type	Description	Action
Absence with underlying reasons	<ul style="list-style-type: none"> • 16 hours' absence within a period of four weeks • Absence (possibly) related to underlying problems 	<ul style="list-style-type: none"> • Contact parents • If a student has an unauthorised absence for 16 hours within four weeks, the school attendance officer must be notified within five working days. • If a student is absent for less than 16 hours, the school attendance officer may be notified if underlying problems are suspected.
Exclusion	<p>A school may exclude a student for a maximum of five days.</p> <p><i>This does not apply to primary schools.</i></p>	<p>Parents must be notified immediately. If a student is excluded for more than one day in two weeks, notify</p> <ul style="list-style-type: none"> • the school attendance officer* • the inspectorate
Exclusion	School Exclusion	<p>Notify both the parents and the school attendance officer* within one working day.</p> <p>Notify the inspectorate within two weeks.</p>

*by sending an email to leerplicht@rotterdam.nl

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Action to be taken by the school if a student is absent due to illness

Within RISS, the below action is led and decided by Heads of Section

Description	Action
Doubtful whether absence is due to illness.	<ul style="list-style-type: none"> ● Contact parents ● Notify the counsellor (Dorine Dellevoet). She will decide whether the school doctor or nurse should take action, and whether the school attendance officer should be notified.
Prolonged absence due to illness (more than two weeks)	<ul style="list-style-type: none"> ● Contact parents ● Notify MDO/ZAT. They will decide whether the school doctor or nurse should take action and whether the school attendance officer should be notified. ● Draw up a homework plan and/or catch-up plan and, where necessary, advise on alternative teaching provision.
<p>Absence due to illness is a cause for concern.</p> <p>A student is absent for more than 16 consecutive hours several times a year.</p>	<ul style="list-style-type: none"> ● Contact parents ● Notify the counsellor. She will decide whether the school doctor or nurse should take action and whether the school attendance officer should be notified.

- How should you notify the school attendance officer of a student's absence?
 - Secondary schools should report all absences through the portal www.duo.nl/zakelijk
 - In time, primary schools and schools for special education will also be required to use this portal. We will keep you informed.
 - The full absence and attendance protocol can be downloaded at www.rotterdam.nl/leerplicht.