



Absence Policy

At ISH we expect all members of the school community to commit to giving the opportunity for student learning and growth. Health, wellbeing and consistent attendance are essential factors in an environment that provides high quality education.

Since 2019, there has been a legislative change which provides new rules on how schools maintain consistent attendance. Our school policy complies with the regulations in the context of our internationally-minded school community.

Student absences should occur only for necessary and important reasons, based on student needs. Extended or regular absences have a negative impact on student learning. Families need to be monitored and take responsibility for attendance.

Health and Wellbeing relating to Attendance and Absence at ISH

- A balanced, preventive approach to health and wellbeing supports attendance. Healthy eating, daily exercise, and appropriate clothing is important for students.
- Health related appointments should be scheduled outside school hours as much as possible.

Travel related to Attendance and Absence at ISH

- Families at ISH have diverse cultural backgrounds and a network of communities, locally and internationally.
- Families place their child's learning needs at the centre when evaluating family travel needs.
- Families refer first to the school calendar and place travel within school holidays.
- Contact the school for approval if outside the holiday dates, before making any decision relating to attendance and absence. Vacations extending the school holidays are highly discouraged.
- The school may provide permission for a number of days (up to 10 days) of absence to an important family event (funeral/severe sickness in immediate family, marriage for a direct family member of the parents).
- This approval is at the discretion of the principal, and dependent on the current and prior attendance, wellbeing and learning needs of the student.



Types of attendance and absence at ISH

Category of Absence	Description	Actions needed
Present	The student has been at school for the whole school day (PYP), or for a class (MYP/DP)	
Late	The student arrived late for a class, or for the school day, regardless of the reason	See patterns of lateness/absence For the High School students are either remarked present or absent.
Sick	Student is: <ul style="list-style-type: none">• Sick• Recovering from a sickness• Medical appointment	Parents are responsible for entering the reason via Managebac. If the health reason goes beyond 2 days, then an online absence request needs to be completed
Health/COVID	Student is healthy and not physically attending school due to health guidelines (COVID or otherwise)	
Approved Absence (1-2 days)	Unavoidable absences. Reasons could include: emergency travel, compassionate reasons (family death/sickness), residency/visa requirements, important family event (described above)	If total absences reach above a reasonable amount, family will be contacted.
Approved Absence (3 days or more)	Unavoidable absences-as above	
Unapproved Absence		Principal monitors overall absence and wellbeing/progress of student



Steps for Absences of Concern

Initial Concern

The school could decide if a student has a possible absence of concern (or lateness), the absence negatively affects the students' learning and/or wellbeing. This could apply for any kind of absence, approved or unapproved.

Step 1: The respective teacher discusses the challenge with the student or family and tries to resolve the issue.

Step 2: If the issue continues, then the respective teacher informs the advisor/homeroom and the parents are involved. The principal is notified of the issue.

Step 3: If the issue continues further, the advisor organises a meeting with the family (principal is invited). The family is made aware of the concern, adhering to the school's absence policy, and child protection policy. This could occur via email, phone call or meeting. During this meeting an action plan or agreements are formed in order to resolve the absence concern. The family is notified that if the action plan is not successful then a formal concern may be followed.

Formal Concern

If the absence concern continues or grows, then a formal letter is sent to the family, and the municipality may be notified, highlighting the concern.

The school is required to send a notification to the municipality if there are unapproved absences of more than 15% in any quarter, which is an average of 7 days per quarter (July-September, October-December, January-March, April-June). The school may send a notification if there is a concern about the student's well being/learning progress.

Link to student absence form is here: [Student absence form](#)