



Absence Policy

At ISH we expect all members of the school community to commit to giving the opportunity for student learning and growth. Consistent attendance is an essential part of ensuring the health and wellbeing of our students 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, and be considerate of the student learning needs and well being. 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' physical well being.
- 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.
- Report the absence to the school if outside the holiday dates, before making any decision relating to attendance and absence. Vacations extending the school holidays are highly discouraged.
- The school will acknowledge all reported absences incl. funerals , severe sickness in the immediate family, marriage for a direct family member of the parents, family celebrations, festivals, sports events, events.



- We do not approve absences, and depending on the current and prior attendance, wellbeing and learning needs of the student will be assessed to determine whether there is a cause for concern.

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 Primary and Middle School, students can be marked 'Late'. 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 Toddle/Managebac. If the health reason goes beyond 2 days, then an online extended absence reporting form needs to be completed
Health/COVID	Student is healthy and not physically attending school due to health guidelines (COVID or otherwise)	
Unavoidable Absences	Unavoidable absences. Reasons could include: compassionate reasons (family death/sickness), emergency travel, residency/visa requirements, important family event, sporting event, etc. (as described above)	Primary and Middle School students report on Toddle (Families may be asked to provide documentation)



Request for extraordinary absence	Special request made with consideration	Primary and Middle School students fill Extraordinary Absence Request Form and report on Toddle
Cause for Concern	Absence from school that is cause for concern will often be unsanctioned absence, i.e. truancy. Sanctioned absence, such as absence due to sickness, can increase and thus also give rise to concern.	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, unavoidable or otherwise.

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 teacher 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 process 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 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.

The student absence form can be accessed from this page on the school website: <https://ib.ish.dk/community/parent-zone>, the 'Absence and Lateness' page in the ISH Family Guide or in the Friday Newsletter.
