



Amity International School Amsterdam

Absence & Attendance Policy

Date	Action	Action Performed by
January 2024	Policy Reviewed	Senior Leadership Team, Receptionist and Absence and Attendance Liaison
April 2024	Policy Review	

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Mission Statement

It is our mission to provide an engaging and challenging learning environment where students are empowered to succeed academically, socially and emotionally.

Our students learn within a real-world, inquiry-based curriculum which fosters their individuality, creativity and unique interests. We encourage our students to be innovative and reflective thinkers who demonstrate resilience and determination. We promote ethical, responsible action for positive change and provide opportunities for teamwork and leadership. We nourish the development of open-minded, caring individuals who are active and respectful members of the global and local community.

Rationale

In the Netherlands, school attendance is compulsory for children aged 5-18; however, all children enrolled at Amity are expected to attend school regularly. Amity is required to report all unauthorised absences to DUO (The Education Executive Agency), as well as any concerns regarding leave, including illness, for investigation. The city's education welfare officer (*leerplichtambtenaar*) ensures that students and parents meet compulsory attendance requirements and investigate unauthorised absences.

Purpose

This policy outlines Amity's expectations for attendance to maximise student learning and engagement and to ensure that all students benefit from the education that the school has to offer.

Key Concepts

Register of Educational Participants	Amity records students' attendance on the Register of Educational Participants which is managed by DUO, the Education Executive Agency. This is a centralized system that integrates student data with local municipalities.
School AAL	Absence and Attendance Liaison (Ms. Minghui Wu)
Authorized Absence	Absence with a valid reason
Unauthorized Absence	Absence without a valid reason
<i>Leerplichtambtenaar</i>	Municipality's Welfare/Attendance Officer

Responsibilities and Procedures

Actions and Responsibilities for student attendance and absenteeism	
Daily Attendance Monitoring	
Families and Caregivers	Parents ensure that their child is enrolled in a school. If their child cannot come to school, they inform the school. At Amity, these are communicated via the Absence Notification form on Firefly (see below)
Students	Students are expected to: <ul style="list-style-type: none"> attend every school day and be punctual for all classes, commitments and organised activities unless they have a valid reason to be absent. sign in/out using their individual school ID badge. If students lose their ID badge a replacement must be purchased. LATE ARRIVALS: students must sign in at Reception if they arrive late to school. Students who are aged 18+ can notify the school themselves of their absence and are required to adhere to all other aspects of this policy.
Subject Teachers	<ul style="list-style-type: none"> Teachers record attendance on iSAMS at least twice per day in Primary School and at the start of each lesson in Senior School. The registration must be taken within the first ten minutes of the lesson.
Senior House Advisors/ Primary Classroom Teachers	<ul style="list-style-type: none"> House Advisors record attendance during Vertical Tutoring time. House Advisors and Primary Classroom teachers monitor their tutees patterns of absence and maintain contact with families and the AAL as required.
School Absence and Attendance Liaison (AAL)	<ul style="list-style-type: none"> Amity's AAL has a duty to report lateness to DUO if a student arrives late to school 12 times within four weeks. Students will be marked as late on the school's register if they arrive at Reception ten minutes after the official start of the day, (i.e. 08:05 for Senior students and 08:30 for Primary students).
Reporting Absence (e.g. sickness, appointments)	
Families and Caregivers	<ul style="list-style-type: none"> Long term or frequent absence will affect the student's school career. It is therefore important to report your child's absence before the start of each school day.

	<ul style="list-style-type: none"> • Parents must complete an Absence Notification Form on Firefly. Parents can also email Amity's AAL direct to absence@amityamsterdam.nl • If the child has an appointment, their absence must also be recorded using the Absence Notification Form on Firefly before the start of the day.
School Absence and Attendance Liaison (AAL)	<ul style="list-style-type: none"> • Amity's AAL has a duty to report absence to DUO if a student is off sick for 7 consecutive days or more, or 4 times in 12 school weeks
Request for Leave (e.g. holiday, special requests)	
Families and Caregivers	<ul style="list-style-type: none"> • Families can request leave for up to 10 days per school year if the nature of the request is linked to one of the parents' professions. • Holiday leave cannot be granted in the first two weeks of the school year for existing students. • Requests for holiday should be submitted at least 6 weeks in advance. • Families can request leave for other reasons, e.g. medical conditions of relatives, moving house, attending a funeral, wedding or religious occasions. The request should be accompanied by further documentation such as a letter from the employer, wedding invitation or confirmation of an event. • All requests must be made using the Special Leave Request form on Firefly.
School Absence and Attendance Liaison (AAL)	<ul style="list-style-type: none"> • All requests for special leave will be received by Amity's AAL and passed on to the relevant Head of School for approval. • Any requests over 10 days will be sent to DUO for a decision.
Heads of School	<ul style="list-style-type: none"> • The Head of School will determine whether the request for holiday leave is approved and authorised. • The Heads of School can only grant this leave once for a maximum of 10 days per school year and not in the first 2 weeks of the school year for existing students. • Ensure that school personnel are provided with information on attendance requirements and their obligation to monitor and promote regular attendance at school. • Provide processes for regular parent/carer notification of individual students' attendance records.

<i>Leerplichtambtenaar</i> Municipality Attendance Officer	<ul style="list-style-type: none"> Municipality Attendance Officers will decide whether to grant the request for any leave that exceeds the 10 days and notify parents. A financial penalty may be issued for any days of unauthorized absence.
Unauthorized Absences	
Families and Caregivers	<ul style="list-style-type: none"> If the child cannot come to school, the parents must inform the school. At Amity, this is communicated via the Absence Notification form on Firefly. If the form is not completed, the student's absence will be marked as unauthorized.
School Absence and Attendance Liaison (AAL)	<ul style="list-style-type: none"> The Compulsory Education Act states the following: <u>When a student has missed school without a valid reason</u> If this absence amounts to a total of 16 hours of school time during a period of 4 consecutive teaching weeks, the school's AAL will immediately report this to DUO, if possible, stating the reason for the absence (<i>Article 21a of the Compulsory Education Act</i>) <u>Long term absence</u> If a student is continuously absent without reason for 28 days or more, Amity's AAL is obliged to report this unauthorised absence to DUO.
Heads of School	<ul style="list-style-type: none"> Support AAL and families in responding to unauthorized concerns. Maintain accurate notes and records of students' absenteeism and reports. Provide clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance
DUO Attendance Officer	<p>DUO Attendance Officers will determine the appropriate response and course of action to an unauthorized absence based upon evidence shared and/or direct communication with families.</p> <p>For example, a student may become exempt from registration because he/she is unable to attend school for physical or psychological reasons. The attendance officer may issue a financial penalty for days of unauthorized absence, or more serious consequences may be applied.</p>

When moving schools (both within and out of the Netherlands)	
Families and Caregivers	<p>When the family moves away from the Netherlands, the child must be de-registered by DUO. Before the school can de-register the student, the family must provide the following details:</p> <ul style="list-style-type: none"> • Last day of attendance at Amity • Date of departure from the Netherlands • New school name & full address (including country) • Start date at new school. • Families must also deregister with their local municipality.
Heads of School	Heads of School will provide student references and share academic reports as requested.

This Attendance Policy was reviewed by the Senior Leadership Team, the Absence and Attendance Liaison and School Receptionist in January 2024. Procedures are subject to review and may be adjusted at the discretion of the senior leadership team.