

Student Absence/Attendance Policy – Upper Secondary

(updated April 2024)

To successfully complete an academic year at Oslo International School, it is vital that students attend the maximum number of lessons possible. Regular attendance is essential to support every student's learning and wellbeing. Regular attendance is defined as less than 10% absence in Pre-IB. In the International Baccalaureate Diploma Programme (IBDP), regular attendance is defined as completing 240 hours for a Higher Level (HL) subject and 150 hours for a Standard Level (SL) subject.

Absences and tardiness are documented by subject teachers and recorded in the school's database. Monthly, subject teachers review the attendance patterns, addressing concerns proactively.

Absences are recorded by subject teachers according to the number of lessons missed (hence, missing a double lesson is two absences, missing a triple is three).

Responsibility of the Families

Families are partners with the school in assuring that students have good attendance and arrive in class on time.

School Responsibility

OIS keeps accurate records of student attendance and will communicate promptly and consistently with families regarding attendance issues.

Pre-IB

A requirement for admission into the Pre-IB Programme is a good attendance record in each of the student's subjects while enrolled in Year 10.

1. School hours are Monday 08:45-15:05 and Tuesday to Friday 08:05-15:05. Students are expected to arrive on time for school and for each lesson.
2. If a student is late to class, the student will be marked late for that lesson.
3. If a student is more than 10 minutes late to class, the student will be marked absent for that lesson.
4. In the event of an illness, families or students (over 16) must log their child's absence via itslearning and write a comment before 09:00. If this is not possible, families or students (over 16) should email/message via itslearning the Contact Teacher. If the absence is not logged, OIS will email families notifying them of student's absence. This is in the interest of student safety.
 - a) If a student is absent for more than three days due to illness, a medical note must be provided upon returning to school.
 - b) If a student is away for more than three weeks due to illness, a return to school meeting plan will be held to help transition student back to classes. Medical documentation must be provided to the school nurse.



5. In the event of a student taking ill during the school day or having to leave school early, the student must follow the procedures below:
 - a) The student must contact the school nurse, obtain a note, and then report to the Administrative Assistant before leaving.
 - b) The Administrative Assistant informs the Contact Teacher.
 - c) The student must sign out at main entrance.
6. School must be informed of planned absences in advance.
 - a) For planned absences of 1 day or less, families must inform teachers of the missed subjects and note the absence(s) on itslearning. Students are responsible for contacting subject teachers for make-up work and completing the tasks.
 - b) For planned absences beyond 1 day, the "Extended Leave of Absence Notification and Acknowledgment Form" found on the Community portal must be completed and submitted to the Contact Teacher. Students are responsible for contacting subject teachers for make-up work and completing the tasks.
7. Students who do not attend class trips will be marked absent.
8. Students who are away from school due to school-sponsored events and competitions will be marked present.
9. To ensure effective communication, OIS will formally notify families;
 - a) after 10 absences in a subject per semester. Subject teachers inform the student's Contact Teacher after 10 absences and subsequently, the Contact Teacher will inform the student's family with an initial written notification.
 - b) after 15 absences in a subject per semester: Second written notification to families via Contact Teacher.
 - c) after 20 absences in a subject per semester: Third written notification via Contact Teacher and arrange a meeting with the Deputy. This meeting will discuss the student's continued participation in the Upper Secondary School at OIS.
10. All attendance concerns will be followed up using the OIS Citizenship and student follow-up policies.
11. OIS requires students to maintain a 90% attendance rate. Students with an attendance rate of 75% or lower are at risk of repeating the year level. OIS acknowledges that unforeseen circumstances may result in student absences. In such cases, relevant documentation must be provided. Therefore, for students whose attendance rate falls between 90% and 75%, we recognise and evaluate the situation, considering their academic performance and work ethic as well.

IB1 and IB2

A requirement for admission into the International Baccalaureate Diploma Programme (IBDP) is a good attendance record in each of the student's subjects while enrolled in the Upper Secondary.

1. School hours are Monday-Thursday 08:05-15:45 and Friday 08:05-15:05. Students are expected to arrive on time for school and for each lesson.
2. If a student is late to class, the student will be marked late for that lesson.
3. If a student is more than 10 minutes late to class, the student will be marked absent for that lesson.
4. In the event of an illness, families, or students (over 16) must log the student's absence via itslearning and write a comment before 09:00. If this is not possible, families or students (over 16) should email/message via itslearning the Contact Teacher.
 - a. If a student is absent for more than three days due to illness, a medical note must be provided upon returning to school.
 - b. If a student is away for more than three weeks due to illness, a return to school meeting plan will be held to help transition student back to classes. Medical documentation must be provided to the school nurse.



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 - b. The Administrative Assistant informs the Contact Teacher.
 - c. The student must sign out at main entrance.
6. School must be informed of planned absences in advance.
 - a. For planned absences of 1 day or less, families must inform teachers of the missed subjects and note the absence(s) on itslearning. Students are responsible for contacting subject teachers for make-up work and completing the tasks.
 - b. For planned absences beyond 1 day, the "Extended Leave of Absence Notification and Acknowledgment Form" found on the Community portal must be completed and submitted to the Contact Teacher. Students are responsible for contacting subject teachers for make-up work and completing the tasks.
7. Students who do not attend class trips will be marked absent.
8. Students who are away from school due to school-sponsored events and competitions will be marked present.
9. To ensure effective communication, OIS will formally notify families;
 - a. after 10 absences in a subject per semester. Subject teachers inform the student's Contact Teacher after 10 absences and subsequently, the Contact Teacher will inform the student's family with an initial written notification.
 - b. after 15 absences in a subject per semester: Second written notification to families via Contact Teacher.
 - c. after 20 absences in a subject per semester: Third written notification via Contact Teacher and arrange a meeting with the Contact Teacher and the Deputy. This meeting will discuss the student's continued participation in the Upper Secondary School at OIS.
10. All attendance concerns will be followed up using the OIS Citizenship and student follow-up policies.
11. To successfully complete the IB Diploma Programme, the IB requires students to sit 240 teaching hours in a Higher Level (HL) subject and 150 teaching hours in a Standard Level (SL) subject. If this requirement is not met, students are not allowed to sit the IB exams at the end of IB2 and will need to repeat the relevant year level.

