

Attendance Policy

1. Attendance is taken at the beginning of the day no later than 15 minutes after school start in the PYP and for every period in the MYP and DP. Students are marked - present, absent, absent excused or late. For absent excuse and late, comments section must be completed.
2. For the Primary Years, attendance is taken on Toddle during the first 15 minutes of the day. The aim is for parents to be notified in case their child is absent from or late to school by automatic generated email.
3. For the Middle Years and the Diploma Years, attendance is taken on ManageBac during the first 10 minutes of every period. The aim is for parents to be notified in case their child is absent from or late to class by automatic generated email.
4. Any late arrivals must also be recorded with the comment section completed.
5. Any student not present in class without prior notification from parents and/or legal guardian, teachers must email their section principal immediately so follow up can occur.
6. Schools must have a minimum of two parent contact numbers, ideally also a third emergency contact number. If parents do not respond by phone, then send an email to both parents. Siblings can also be consulted where appropriate.
7. Every month, run an attendance report. Share information on any students with below 95% or persistent lateness with the appropriate senior leader and the Designated Safeguarding Lead (DSL). The DSL will follow up on any safeguarding concerns that the data raises.
8. It is recommended that a letter is sent out to families of students whose attendance is below 95%, explaining the impact that this has on their child's education.
9. If a parent wishes to take their child out of school and is aware beforehand, they should complete a Leave of Absence form and return it to the section principal who will decide if it will be authorised or unauthorised.

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10. When students are absent from school for long period of time for reasons other than medical (supported by medical certificate), the school is not obliged to provide

school work, homework and /or conduct of any test; assessment; examination that have been missed by the student.

11. Daily attendance is required from all DP students, with the exception of school-authorized and verified absences. Excessive absences may have adverse consequences. A maximum of 15 % of the Teaching and Learning time can be missed by a student over the 18 months of the Programme (a maximum of 23 absences for SL courses and 36 absences for HL courses). If a student's number of absences exceeds the authorized amount, they can be asked to repeat the year or to change their IB DP status.

12. Daily attendance is required from all MYP students

13. Daily attendance is required from all PYP students

This policy was approved by/on: October 2023

This policy will be monitored and reviewed on: October 2026

SCHOOL ABSENCE REQUEST FORM

Form to be returned to the school office with a minimum of two weeks notice

Please note that there is no automatic right for students to be granted leave of absence and requests will only be considered where there are exceptional circumstances

Name of Student Date of birth Address	Grade
Leave of absence from date To date Number of school days that your child will be absent from school	
Please detail below the exceptional circumstances why you are requesting to take your child out of school. You may be invited into school to discuss your request. (Please attach your supporting evidence.)	
Signature Name of Parent/Carer	Date

Leave of absence which has not been agreed will be marked as unauthorised.

For school use:

Previous requests for leave of absence Yes/No Attendance%

Evidence provided for exceptional circumstance Yes/No

Arrange to meet with Parent/Carer Yes/No Date & time

Request accepted/denied Signed HOS Date

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