Attendance protocol - 2025/2026

(this document is reviewed yearly)

Attendance is monitored daily and assessed weekly on Magister. Depending on the amount of unauthorised lateness or absences, certain actions will be taken.

Threshold	Action
• 3 x late / 4 x absent within a 4 week period	• Attendance coordinator will email parent(s) and notify tutor • Tutor will have a discussion with the student • A record will be made in the Magister logbook
• 6 x late / 8 x absent within a 4 week period.	• Attendance coordinator will email parent(s) and notify tutor • Tutor will contact the parent(s) • A record will be made in the Magister logbook
• 9 x late / 12 absences within a 4 week period	• Attendance coordinator will email parent(s) and notify tutor and Head of Section • The Head of Section will schedule a meeting with parent(s) and student • A record will be made in the Magister logbook
• 12 x late / 16 absences within 4 week period	• Attendance coordinator reports student to Leerplicht and emails parent(s) of this decision • A record will be made in the Magister logbook • Process led by Leerplicht. Parent(s) and student will receive an email from a Leerplicht officer and may be invited to their office for a meeting • Leerplicht will issue a report of their decision. The school and parent(s) will be notified and the report will be logged in Magister.

Morning absences (AW)

Each day, the attendance team will check if there are any students marked absent for periods 1, 2, AND 3. This check will happen during the first break. The check is to ensure that students who have not attended their morning classes are safe and to verify if they should be in school or if their parents are aware of their whereabouts.

Checks happen if the student is absent for:

- P1, 2, AND 3
- P2 AND 3 (student doesn't have class P1)
- P3 AND 4 (student doesn't have class P1 and 2)

If the student is marked absent, then do the following:

- Check inbox - JC and SC to make sure no emails have been missed or not yet updated in Magister (including special leave requests)
- Update Magister if additional information is found in the inbox
- If nothing is found, check the classroom of the current class (usually P4) to ensure human error hasn't occurred in attendance taking
- If a student is confirmed absent, a phone call must be made to their parents/guardians listed on Magister, and if necessary, to all parents/guardians listed to ensure the student's safety.
- If no answer is received at home from any of the registered numbers for parents/guardians, an email will be sent to the parents. Phone calls can be attempted again until communication has been established between the school and the parents/guardians.

Notes to consider

- We understand that situations can arise unexpectedly and are sometimes out of the student's control. Unfortunately, we are unable to make changes to attendance unless the absence or lateness is reported to us no later than the following day.
- Lateness time frame is measured per school year. Unexcused absence threshold only within a 4-week period.
- In the case of sustained lateness due to trains, weather or traffic conditions, etc. a decision must be made by the Head of Section/Deputy Principal. This means that students are normally marked late with a reason if there is a delayed train etc. This is only acceptable up to a certain level and will be dealt with case by case and led by the Attendance Coordinator and Heads of Section.
- Only for Period 1, a "late" is considered a "late" within the first 15 minutes of the start of the lesson. Anything beyond that becomes an unexplained absence
- If a student is more than 10 minutes late for a lesson later in the day, it becomes an unexplained absence without a valid reason. The Head of Section will inform the teacher of this or accompany the student back to his/her lesson
- Parents need to communicate to the Heads of Sections if there are special circumstances that will affect their child's normal attendance in the long term.
- Further information can be found on our website in Key Documents under Attendance Regulations.

Recording absences

Reason	Record as
Truancy: • One or more periods of class or days • No (legitimate) reason given by parents	Unauthorised absence (aw)
Reported sick in accordance with applicable agreements: • Before the start of their first class • By a parent or guardian	Illness (zi)
Not reported sick in accordance with applicable agreements: • Not before the start of their first class • Not by a parent or guardian	Unauthorised absence. Once parents are contacted then it can be changed to authorised illness (aw > zi)
Late for school without (legitimate) reason	Unauthorised absence (aw / tl)
Appointment with doctor, specialist etc. reported in accordance with applicable agreements.	Authorised absence, e.g. doctor's appointment (do)
Appointment with doctor, not reported in accordance with applicable agreements.	Unauthorised absence
Exemption or special leave for compelling reasons (fewer than 10 school days), with the Head of School's permission.	Authorised absence, e.g. special leave (EX)
Luxury absence: day or days off without the Principal's or school attendance officer's permission.	Unauthorised absence
Suspension, no more than five days (not applicable to primary schools).	Suspension (GS)
Student Exclusion	Exclusion

Municipality of Rotterdam

Action to be taken by school if absent without authorization

Type	Description	Action
Absence with underlying reasons	• 16 hours' absence within a period of four weeks • Absence (possibly) related to underlying problems	• The attendance coordinator will contact the parent(s) • If a student has acquired 16 or more hours of unauthorised absence within four weeks, the school Leerplicht officer must be notified within five working days. • If a student is absent for less than 16 hours, the school Leerplicht officer may be notified if underlying problems are suspected.
Exclusion	• A school may exclude a student for a maximum of five days. • *This does not apply to primary schools.*	Parents must be notified immediately. If a student is excluded for more than one day in two weeks, notify: • The school Leerplicht officer* • the inspectorate
Exclusion	• School Exclusion	Notify parent(s) and the school Leerplicht officer* within one working day. Notify the inspector within two weeks.

*by sending an email to leerplicht@rotterdam.nl

Action to be taken by the school if a student is absent due to illness

Description	Action
Weekly	*School nurse checks Magister for sickness, discussing any recurring issues Heads of Section.*
50 hours of absence	*School nurse will check with the Head of Section in case there are extenuating circumstances. School nurse will email the tutor, and the tutor will email the parents including the overview. Logged in Magister with no further action.*
70 hours of absence	*School nurse will email parents to request a meeting to discuss the student's absences. Parent meeting will focus on the health of the student, and ensuring they are in school more often.*
100 hours of absence	*School nurse will email parents and request their permission to refer to the CJG. If permission received, the school nurse will refer to CJG.*
Continued absence following CJG referral or parental refusal to CJG referral	*School nurse will refer to Leerplicht. Follow Leerplicht procedures from this point.*

* The full absence and attendance protocol can be viewed at www.rotterdam.nl/leerplicht.