



LAMPIRI IB World School

For further information about the IB and its programmes, visit <http://www.ibo.org>



Attendance Policy

Lampiri is committed to promoting the key messages of Every Day Counts. Therefore, in order for us to provide our students with constructive and supportive learning environments which address their new educational needs, we expect our students to participate and engage fully in facets of school life.

Please read the following points thoroughly, then sign the form and send it back to the DP Coordinator:

1. Attendance to all classes, mock exams, exams and other activities sanctioned by the school is mandatory.
2. All absences will be registered by the subject teachers. Students are always strongly advised to state the reason for absence in a written form and submit it to the Form Tutor. If a student falls ill for more than a couple of days, it is advisable to inform the Form Tutor, and in case of illness over a longer period of time, the school may ask for a doctor's note as documentation. If the illness prevents the student from participating in an oral or written exam or an IA-component, a re-exam is only granted if the student has a doctor's note and has contacted the school **before** the exam begins.
3. If a student's absence rate is regarded problematic by the school, he or she will be asked to participate in a meeting with the IB coordinator in order to discuss the reasons behind the absence problem. If the student is under 18, the parents will be contacted. If the absence rate does not decrease immediately after the meeting, the student will receive up to two written warnings before being suspended from school. A high absence rate may also entail that the student is no longer entitled to receive the IB Diploma, as this grant is only given to students who are active in their educational programmes, sit exams and meet deadlines for written exam components and IAs.
4. Handing in written assignments on time is an integrated part of the attendance system. If an assignment is not handed in duly, the student will get "written absence". If the written absence becomes a problem, the student will be contacted by the IB coordinator, and together they will make a signed and binding contract with new deadlines. The student may also be asked to write the assignments during free periods at school in obligatory assignment workshops and may be dismissed from other extracurricular classes until the required assignments are handed in. If the written assignment due to be handed in is an exam component or a product in the process of making CAS reflections, the school retains its right to dismiss the student temporarily from school until the assignment is handed in.
5. It is the responsibility of students and parents to check absence statistics on a regular basis.
6. **Tardies:** Arriving to school after 8:30 a.m. or to any class after the class begins is considered "tardy." Students who accumulate five (5) unexcused tardies in a given trimester must meet with the IB Coordinator to determine a course of action. "Traffic" is not considered an excuse for tardies. The following consequences may be administered:
 - Administrative detention
 - Loss of cellphone privileges during school hours
 - Students who arrive more than twenty minutes late to a particular class are considered absent from that class.

Leave of absence during term time

Leave of absence during term time is entirely at the discretion of the DP Coordination and is not a parental right.

All decisions in relation to whether leave of absence is granted (authorised) or not (unauthorised) should be applied consistently and equitably.

Application Process

- A parent requesting leave of absence during term time should make the application in writing at least two weeks in advance.
- School may invite the parent into school to discuss the reasons for the application and the impact the absence may have on the child's education.
- The school will reply to all applications. All replies will be signed and dated by the DP Coordinator.
- If leave is not granted, the reason for not authorising a request will be clearly stated, explaining why exceptional circumstances have not been met, in addition to the possible consequences of disregarding the refusal to grant absence.
- If leave is granted, the length of authorised absence will be clearly stated including the date the child is expected to return to school including possible consequences if the child fails to return on that date.
- If a parent removes their child from school without requesting leave of absence or without authorisation from the PD Coordinator, student will be responsible for all work missed and in the event of an assignment or test being missed due to an unexcused absence, a mark of 0% may be given.

I have read and understood Lampiri Attendance Policy. I understand and accept the definition and consequences of absence, tardies and unexcused leave as presented in this policy.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Student Name: _____

Student Signature: _____

Date: _____