

## Administration

### Attendance and Punctuality

- Guidelines on attendance
- Students attend all classes on their timetable
- If a student is absent from school, a letter or email directly from his/her parent explaining the absence must be sent to the Form Tutor or Secondary office on the day of return or as soon as possible after the absence. Without this letter / note / email, the absence will be registered as unexplained and the student considered 'truant'
- If an absence is foreseen, a note should be brought giving dates and the reason for absence
- Medical appointments should be arranged **outside of school hours**. In exceptional circumstances permission to leave school during the school day may be obtained by bringing a letter (at least 24 hours in advance of the appointment) from a parent/guardian to the Head of Secondary / Deputy Head of Secondary / Head of IB, who will sign the request to leave school
- Students choosing to leave the campus without permission during the school day, or not attending classes, are considered truant and consequences follow
- When a student has an unexplained absence from school, parents will receive an automatic email informing them about this. To ensure parents receive accurate communication from the school, it is therefore essential that parent contact information is up to date. Please let the Secondary office know of any personal changes so records can be updated.
- A student with an unexplained absence or who is absent in the school day will not be allowed to participate in any extracurricular activities during that day. [See appendix 7 –Attendance Policy](#)
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### Lateness

- Lateness is recorded in all student reports. Persistent lateness or absence has a negative effect on a student's progress. If a student arrives at school after 8.10am he/she must sign in at the Secondary Office and provide a note of explanation.
- Should a student fail to respond to the interventions as outlined in the Attendance Policy, the matter will be referred to the Deputy Head / Head of Secondary.
- It is important to note that any student arriving at school after 9:30am will remain recorded as absent unless there are unusual circumstances beyond the student's control which caused his/her lateness. In this regard a valid note of explanation from a parent/guardian must be presented to the Secondary office.
- Reasons for lateness referring to driving lessons/not waking up on time are examples of unacceptable reasons. Therefore, it should be noted that frequent lateness to school would affect the student's IB attendance requirements for progression into the IB program.