
ATTENDANCE POLICY

I. Purpose

The purpose of this Attendance Policy is to promote a consistent, supportive, and productive learning environment in which all students can succeed. Regular attendance is essential to academic progress, personal development, and the overall well-being of our school community. This policy outlines clear expectations, responsibilities, and procedures to ensure that students attend school regularly and that absences are managed fairly, transparently, and in partnership with families.

II. Type & Scope

Type: External

This policy is applicable to all students, parents, teachers, Admissions staff and school leaders at Anne Hill International School.

The Attendance Policy is also adapted and published in the Parent-Student Handbook for parents and guardians' reference.

III. Policy Statement

3.1. Overview

The school believes that attendance in school is vital for learning and student progress. Frequent absences affect a student's attitude to school.

Students are expected to attend all the instructional days listed in the school calendar (typically a minimum of 180 days per year). It is the student's and parent's responsibility to ensure on time, regular attendance.

Regular absences generally result in:

- Increased stress upon the student who must catch-up missed work
- Problems with student relationships if a student cannot fulfil group class/homework commitments
- Gaps in the student's learning because a student does not receive the opportunity to be present during the teaching of particular units/topics, skills or approaches to learning

3.2. Notifications of Absence

Parents are expected to make sure that school attendance is a priority.

While every possible allowance is made for students who are absent due to illness, family emergency, religious observation, visa trips, or participation in a school-sponsored activity, we stress that absences resulting from extended vacation and family trips are inappropriate reasons to miss school.

Doctor's visits or other such appointments, where possible, should be outside of the school day.

Parents are asked to contact the Admissions Office at least 24 hours before any appointments that affect school attendance, but generally, as far in advance as possible of a foreseen absence.

The school reserves the right to require medical documentation related to student absences.

Without adequate advance notice or if the reason for the absence is not satisfactory to the school, we reserve the right to record any absences as unauthorised in the Student Management System.

We ask parents to be familiar with the school calendar and to be responsible when booking trips that coincide with school time. All such absences are regarded as UNAUTHORISED and will be treated as a behavioural concern.

3.3. Awareness of Calendar Dates

Parents should be aware that the school publishes its year-long school calendar before the start of each academic year, with the school holidays clearly marked. It is not acceptable to miss days around published school holidays. The school expects parents to be supportive of school attendance expectations.

3.4. Minimum Attendance Requirements

To achieve grade level promotion, class credit or graduation, students may not miss more than nine (9) days of school per semester, excused or unauthorised. Parents will be contacted by the school when a student reaches five (5) and seven (7) days of absences each semester. Students who fail to meet the attendance requirements may not be promoted to the next grade level, receive credit and/or graduate.

3.5. Calls/Messages/Notes from Home Excusing Absences

Parents must notify the Admissions Office by 8:20 a.m. if their child will be absent.

All absences will be listed as unexcused until an explanation is received. Students must submit an explanation to the Admissions Office within three (3) days upon returning to school. Doctor's notes may be required for health-related absences or a history of absences.

Students who miss school for any reason (excused or unexcused) may be responsible for making up all missed classwork (see Late Work/Make-Up Work section below for further details).

Confirmation of attendance

Where it is noticed during registration that a student is not present and no notification has been received from the parent by 9am, the Admissions team, in the interest of student safeguarding, will contact the parent and confirm the reason for non-attendance.

3.6. Pre-Planned Absence

If a student is going to be absent from school, it is the family's responsibility to inform the school well in advance of the event and allow the student and their teacher time to prepare and collect the work they will miss.

The student must apply via the Student Management System. The school reserves the right to call a meeting with parents to discuss the reasons and consequences of the absence. The school reserves the right to mark any absences as unauthorised.

3.7. Leaving School Early

If a student needs to leave campus before 3.00pm parents must inform the Admissions Office, preferably at least 12 hours before.

Students who intend to leave campus prior to 3.00pm, and will, subsequently, miss lesson time, must apply via the student management system. They must ensure that they have notified the relevant teachers and collected any work. It is unacceptable to miss any tests or quizzes or exams for a short-term absence.

3.8. Attendance Activity/Academic Balance

Absences may have academic consequences. It is vital that a student understands the time commitments involved with regard to the choices they make over their involvement in school academic and activity programmes.

It is the school's responsibility to provide clear guidelines regarding the balance that we feel is advisable. We understand different students have the capacity for different levels of involvement, but the school wishes to provide a guideline regarding activities. Students should seek quality over quantity – and to seek a learning experience that is more meaningful than participating in a potentially overwhelming number of activities.

Students are asked to use the school's year-long calendar, and plan activities (considering the school absences that will result) with the consultation of parents, counsellor and relevant Vice-Principal.

The school states the following guidelines to help students / parents in the planning process:

- There must be no more than nine (9) days absence from school each semester. There should be no trip taken within one month of another trip, unless it is for the same sports or activity commitment
- Students sitting tests or examinations must submit an appeal for any travel or any extended commitment that may affect their assessments

3.9. Planned School Trips & Activities

Students who are absent from school during a planned school trip or activity are expected to inform the school in advance and make arrangements with individual teachers prior to the absence.

Students who reach or exceed the allotted 9 absences per semester may not be permitted to attend any school activity or trip. These students do, however, have the right to appeal this decision.

Students will be given the same number of days they were absent to complete missed work upon returning to school. A planned absence does not excuse students from classwork prior to the absence. If a major project, paper or test is due during a planned absence, the student should make arrangements with the teacher to complete the work prior to the absence. Changing due dates for existing classwork is at the discretion of the individual teacher.

3.10. Prolonged Excused Absence

If a student is absent for more than three (3) days as the result of a prolonged illness or other extreme circumstances, the student's parent/guardian may contact the school and discuss arrangements to collect classwork from individual teachers. Upon returning to school, the student will need to complete any key assessments missed in order to receive recognition (credit) for the course. The type of work and the time frame within which it must be completed, will be determined by the individual teacher.

3.11. Participation in Extra Curricular Activities

Students must be present for more than ½ of a regular school day to participate in extracurricular activities (CCAs or ASAs) scheduled for that day. For early dismissal days, students must be present for the entire day, unless arranged in advance with the Admissions Office.

3.12. Excused Absence

Absences are considered excused when they meet any of the following conditions:

- Attending a school sponsored event
- Illness or injury prevents the student from physically attending school
- Local health professional orders the isolation of the student
- Death of an immediate family member
- Emergency medical, dental or other similar emergency appointment approved by the Vice-Principal
- Student is observing an event specifically required by the religion of the student or student's parents
- Student is obtaining a visa or fulfilling other residency requirements
- A reason not listed above that has been approved in advance by the Vice-Principal

3.13. Unexcused Absence

Absences are considered unexcused when they fail to meet any of the conditions listed under Excused Absences. Please be aware that the following are not legitimate excuses for missing school:

- Test preparation
- Transportation problems
- Educational courses or camps overseas or in country
- Family vacations and visits
- Attending family gatherings overseas

3.14. Late for the Start of School

Students are expected to be in Homeroom no later than 8.20 a.m. at the start of each school day. It is an expectation that all students leave home at a time that ensures they arrive to school on time. If a parent knows a student will be tardy, they should notify the school when possible. Test preparation, transportation problems, and oversleeping are not legitimate excuses for being tardy. Students who are purposely late to school to avoid tests or to study for a test later that day will be assigned consequences by the class teacher and referred to the School Office.

If a student arrives late to school, i.e. after 8.20 they must report to the Office and be marked in as late.

If a student is persistently late, the student's parents will be called for a meeting, an in-school suspension may be incurred, and the student may be placed on an Attendance Monitoring Form.

3.15. Late for Class

Students are expected to be on time for classes, at all times. If a student is late for class three times (3), the class teacher may issue a consequence. If a student is late more than three times the student may be referred to the Vice-Principal.

3.16. Skipping Class

Skipping class is a serious offense as it impacts the learning potential of the student.

In addition to the academic consequences, students may be issued a detention and the incident(s) documented in the student's file. Parents will be informed.

A student is regarded as having skipped class if he or she is in school but misses a scheduled class without notifying:

- The Head of School/Vice-Principal
- The Teacher

3.17. Late Work/Make-Up Work/Missing Exams and Summative Assessment Pieces

Students who are absent from school or class, regardless of the reason, may be responsible for making up missed classwork. It is the responsibility of the student to meet with individual teachers and make arrangements to complete missed work.

3.18. Missing Formal Examinations

Students who miss formal examinations will not be able to make them up outside the published examination schedule. Unless there are exceptional circumstances, a student cannot achieve grade level promotion or graduation without completing the yearly formal examinations.

Students who miss formal examinations or final assessments may be allocated a No Grade comment on their semester report.

Parents will also be asked to explain the student absence.

3.19. Behavioural Contract

Students with repeated lateness and/or poor attendance may be placed on a Behaviour Contract.

IV. Roles & Responsibilities

- **Students** - Responsible for attending school on time every day, participating fully in lessons, and informing their teachers of any issues that may affect their attendance

- **Parents/Guardians** - Responsible for ensuring their child’s regular and punctual attendance, notifying the school of absences, and supporting the school in addressing any attendance concerns
- **Teachers** - Responsible for recording attendance accurately, monitoring patterns of absence or lateness, and communicating promptly with parents and school leaders when concerns arise.
- **Admissions Department** - Responsible for informing new families of the school’s attendance expectations, ensuring accurate enrolment and attendance records, and collaborating with relevant departments to support a smooth transition for incoming students
- **School Leaders** - Responsible for overseeing attendance policy and procedures, ensuring consistent implementation across the school, and working with staff and families to support students with ongoing attendance challenges

V. Review Cycle and Updates

This policy will be reviewed once every year by the Head of School, Vice-Principal, key stage leaders and relevant staff, taking account of students’ opinions and concerns and parental views, where appropriate.

VI. Related Documents, Policies & SOPs

- School Calendar
- Parent-Student Handbook
- Attendance Monitoring Form
- Behavioural Contract

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