

KISC School Attendance Policy

Attendance in school is an essential prerequisite of student learning and success.

Attendance in Primary and Secondary School

The following procedures and policies about school attendance are very important. Please read them carefully. Parents should notify the office of student absences or lateness by telephone between 7:45- 8:10 am on the day. Parents are encouraged to give prior written notification or by phone to reception when at all possible. If a phone call is not received by 8:10am, Reception will attempt to contact you by phone about your child's absence by 8:45am. This safety measure confirms the whereabouts of your child.

1. Late arrival - if a student arrives after 8:00am, the parent and/or child needs to check in with Reception before their child enters the classroom. The child will be given an 'admission slip' which needs to be given to the class teacher.
2. Please provide a written excuse for absences, including the date(s) absent, reason and parent's signature.
3. For extended absences (more than two days), if you want a friend or sibling to bring your child's classwork or assignments home, please make these arrangements through Reception before 11:00am. Class and assignment work will also be posted on Google Classroom for many Secondary subjects.

Attendance – Whole School Guidelines

All students should aim to be in attendance for a minimum of 95% of the total number of school days. If a student's attendance falls below 90% KISC will engage with parents to seek to improve the student's attendance. If a student's attendance falls below 65% in a term and the student's absences from school are not for acceptable reasons, the student's place in the grade may be terminated.

Acceptable Reasons for Absence

Acceptable reasons include illness, family emergencies, furlough and religious holidays. Illness over an extended period of time or numerous absences due to illness should be verified by the provision of either a medical certificate from a doctor or receipts for medical treatment.

In some cases, educational opportunities and other reasons agreed upon in advance and in writing by both the teachers and parents will be accepted.

Dental and medical appointments should be made outside of school hours where possible. Classwork and homework may not be provided for the period of absence.

Non-Acceptable Reasons for Absence

Days missed due to extending vacations, late arrival and early departure are considered absences.

Absences for family convenience, vacation travel or non-school holidays are strongly discouraged due to their effect on school progress. Parents are asked to take the responsibility of establishing travel schedules that ensure continuity and maximum educational growth.

Extension of holiday periods is strongly discouraged. Classwork and homework will not be provided for the period of non-acceptable absence. Parents should consult the school calendar prior to making transport arrangements.

Furloughs

Families requesting absence are asked to give advance notice of their impending furlough. If school work is requested for students, then we ask for at least four weeks' notice to allow us time to see if this can be organised. We can not guarantee that work will be set. No formal marking or grading of work will be given during furlough but some assigned work may be given a grade if it is required to hand in when the student returns to school.

English as and Additional Language Learning (EAL) Students

If your child needs to continue their progression in English language learning while on furlough, we would advise parents to contact English teachers in the country in which they are travelling.

Furloughs of less than one month

If the student will be gone for less than one month, the teacher may provide some work to be completed on furlough (although no detailed lessons will be given).

Furloughs of longer than one month

If child will be gone for longer than one month, the parent will be responsible for making sure that their child will receive the help, support and learning needed while on furlough. The teacher may provide an overview of the work that will be missed but he/she cannot give work for that extended amount of time.

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