



## THE BRIDGE INTERNATIONAL SCHOOL

### School attendance policy

School attendance matters. It is arguably one of the most important indicators of school success. You cannot learn what you are not there to learn. Students who attend school regularly improve their chances of being academically successful. There are obvious exceptions to both sides of the rule. There are a few students deemed academically successful who also have attendance issues and a few students who struggle academically who are always present.

Because we are concerned for the child/children's safety and well-being, we ask that parents should notify the school by phone the morning the student is absent by 10:00 AM. Failure to do this will result in the student receiving an unexcused absence.

#### **Types of absences are:**

**Excused:** An absence due to illness, doctor's appointment, or serious illness or death of a family member. Students must go to the teachers and request make-up work.

The number of days absent plus one will be allowed for every consecutive day missed. The first five absences will only require a phone call to be excused. However, any absence after five will require a call and a doctor's note upon the return of the student to be excused.

**Explained:** An explained absence (not an absence due to illness, doctor's appointment, serious illness, or death of a family member) is when a parent/guardian takes the student out of school with The Head Teacher's prior knowledge and approval. Students will be required to get assignments for classes to be missed and an assignment form completed prior to leaving the school.

The assignments will be due on the day the student returns to school. Failure to follow this policy will result in the absence being recorded as an unexcused absence.

**Extra-Curricular Activity Absences:** Students are allowed 10 activity absences. Activity absence is any absence that is school related or school sponsored. Extra-curricular activities include, but not limited to, field trips, competitive events, and student activities.

**Truancy:** A student who leaves school without parental consent or is absent from school on a regular basis without school authorization, or has a high rate of absenteeism shall be reported

to the respective hierarchy. Parents/Guardians are compelled to send their child to school and could incur legal liability for failure to do so.

**Unexcused:** An absence in which the student is out of school that does not qualify as excused or explained. The student will be brought to the office for disciplinary action and will receive no credit (0's) for all class work missed. In the case of parent, not calling to report an absence by 10:00 AM the morning of an absence, the school will attempt reach the parents at home or work.

The Head Teacher has the ability to determine or change an absence from excused to unexcused, or from unexcused to excused.

**Excessive Absences:** A student who has more than 10 days of unexcused absences in a term may be subjected to grade/year retention. However, a student can serve 15 detention times to make up 1 day of being absent. A letter of notification will be sent to the parent/guardian after 5 unexcused absences occur in a term and again after 10 unexcused absences. If a student or parent/guardian refuses to adhere to our attendance policy, they may be reported to the respective hierarchy or dismissal.

### **Punctuality**

It is essential that students are present for every lesson and on time. Persistently late students will be required to undertake after school detentions to compensate for lost time. Any student who is 10 minutes late once will get verbal warning, note in diary, twice in a five-day period will sit an after-school detention (3.00pm – 4.00pm) and a phone call home. Legally, all students must be present in school for the start of the morning sessions i.e. 8:00am, failure to do so may constitutes an absence. Parents will be informed through the office. Lateness for the third time after the second sanction will result in a student being turned away for the day.