

## **IAS Attendance Policy**

### **General Outline**

The International American School recognizes that consistent attendance, academic success, and school completion are all connected. Students learn best when they attend every lesson every day. When students miss school, they miss important objectives and essential skills they need for academic success.

The target for student attendance is 100%. ***At the International American School we set a minimum limit of 70% attendance as being a condition of promotion. Students failing to meet this requirement, who have not entered into a Special Circumstances Agreement with the Administration, will get a failing grade for Behaviour and will not meet standards for grade promotion.***

### **Special Circumstances Agreement**

For certain students it has to be accepted that for various psychological, social, family and personal issues meeting the 70% attendance requirement will not be possible. For these students the Administration will prepare a Special Circumstances Agreement (SCA). The SCA must be supported by evidence relevant to the circumstances. The SCA will set down conditions that the student will have to fulfil to graduate the year e.g. self-study work will be provided by teachers.

### **Improving Poor Attendance**

When student attendance falls below 80% the homeroom teacher must contact parents and try to find a way to improve attendance. An agreement/contract will be written in consultation with the student and the student's parents. Teaching staff must be made aware of these problems and, if necessary, the help of the school psychologist will be sought. **Staff should remember that praise for good attendance can be much more successful than reprimanding absences.** The parents of any such student will be contacted by telephone by the homeroom teacher at least once a week to review the progress of the student.

### Role of Homeroom Teacher

- Class attendance should be reviewed on a weekly basis at a minimum. It is recommended that librus attendance is reviewed at the end of each week with any anomalies followed up on and clarified
- The homeroom teachers should systematically write a note on Managebac whenever a student has an unexplained and unexcused absence
- Homeroom teachers should update the librus record if they learn that a student has a legitimate excuse
- Unexcused absences that cannot be legitimately explained, should be recorded on the behaviour tab on Managebac and parents encouraged to respond to said notification
- If a pattern of truancy is identified, homeroom teachers should arrange a meeting with parents to identify and solve the issue if possible.
- In case of VLE and OMO, students may have difficulties in connecting to Internet or having access to a device. Though the regular rules for attendance still apply, these cases should be treated with some discretion. A parent note, as well as assignments from the missed class sent in later are still required.
- Homeroom Teachers must monitor the attendance of their students and speak with the students each time their attendance falls below 90%
- When attendance falls below 80% Homeroom Teachers must arrange a meeting with the parent or guardian of the student concerned
- ***The Head of Elementary or Head of High School should be notified when a student's attendance falls below 70%***

### Procedures for parents

Parents should note that all absences must be excused i.e. communication must be made between the parent and the school before the child is due to be absent or in the case of sickness on the morning of the first absence. Absences cannot be excused after the fact, except in legitimate emergency situations. Communication can be made:

- Email directly to [secretary@ias.edu.pl](mailto:secretary@ias.edu.pl)