



**Park Lane
International School**

Attendance Policy

October 2017

Regular and punctual attendance is required of pupils on all school days. This is a condition of enrolment at the school. Daily regular attendance is mandatory and parents must seek permission from the Principal or Head of Primary should they wish to take their children out of school during term time.

Teachers, staff and parents should work together to ensure that pupils miss as little school as possible. Where significant absence is impacting on pupil progress, the school reserves the right to review an individual's level of attainment and decide on whether transition into the next school year is appropriate.

Please see the procedures to be followed in the case of absence from school:

- *Illness:* When your child is unwell and needs to stay at home, please inform the *school by phone or e-mail. When they return to school, please confirm their absence in writing. This is important for our records as, without this, absences are recorded as unauthorised. If your child is absent for more than three days, the school needs a doctor's certificate, which should also confirm they are well enough to return to school. In cases of diarrhoea or vomiting we strongly recommend students be kept at home for at least 24 hours once they have recovered.
- If a pupil is absent because of ill health or any other reason where prior notice has not been given, the relevant school office should be informed immediately, by telephone or e-mail. The administrator will inform the pupil's class teacher/ form tutor and relevant subject teachers. When returning to school, the pupil should bring a written note from parents/carers confirming the day/s off and reasons for the absence.

***The following applies in the Secondary School where many pupils travel to school independently:**

If your child is going to be absent due to illness or any other reason, please be sure to contact us via:

Email: office.valdstejska@parklane-is.com

Tel: 257 316 182

Mobile: 732 352 311

This procedure is in place because it is vital for us to ensure the safe arrival of all of our pupils to school. The school administrator will call parents of any missing student immediately when reported by the form teacher that a student is missing at the morning registration. This procedure is important for our records, too. Without this, absences are recorded as unauthorised.

- *Personal Reasons or Family Holidays:* We recognise that there are times when you may wish to take your child out of school for personal reasons or a family holiday. Please write to us well in advance requesting your child's absence, and do not automatically assume your request will be granted. During these times teachers are not required to set work for your child to take with them.
- *Religious Observance:* The school recognises that due to the international nature of families, school holiday periods may not coincide with your family's religious celebrations. Time away from school will usually be allowed for religious observances. Please write to us well in advance requesting your child's absence.
- Absence from school for special family occasions (e.g. weddings) may be given. Requests for such absence must be made in writing to the appropriate Head of School at least five days in advance of the start of the event. It should not be assumed that the request will be granted.
- In the Primary School pupils may be given a maximum of ten days' 'leave of absence' per academic year for personal or family reasons, including extended holidays. In the Secondary School this 'allowance' is restricted to a maximum of five days per year. Any additional days of absence beyond these limits, even with prior notice, will be regarded as an 'unauthorised absence' and recorded as such.
- All absences and late arrivals will be recorded on the pupil's records and reports. Parents may be invited in to school in order to discuss persistent absence or lateness.
- The school should immediately be informed if a pupil is diagnosed with a serious infectious disease e.g. scarlet fever. Families of other members of that year group and, if appropriate, members of the whole school community will then be informed that there is a case of the illness in the relevant year group. The student must not return to school until certified by a medical practitioner to be clear of the infection.
- If a pupil has head-lice, he or she cannot return to school without a signed note from a medical practitioner stating that the infestation has been cleared. Families of other members of that year group will be informed immediately that head-lice have been found within the cohort.
- Pupils who are unfit to take part in PE must bring a written explanation from parents or a medical practitioner. If not participating, they will be expected to watch the session or perform some simple tasks beneficial to the school community. Those with long-term or chronic conditions may be permitted to work in the Library or classroom. In the Secondary School, students with medical notes should always bring their PE kits to lessons, so they can play an active support role in the lesson, for example being an umpire or coach. In general, if a student is well enough to attend school, they are well enough to participate in PE.

Checked and updated by PID, October 2017