



# Internal policy concerning the absences of pupils

## Primary and Nursery

Based on: art.30 of the General Rules of the European Schools (2014-03-D-14-en-5)

Acceptance of a place at the school shall imply the right and the obligation to attend all courses of instruction listed in the curriculum and to do such work as is set. Pupils shall also be required to take part in any organised activities (including outings and trips) declared compulsory by the Director. A pupil's attendance at classes is necessary to ensure his/her development and to enable the teacher to make a full and accurate assessment.

### 1. Recording of absences

The school shall keep a daily register of the pupils' absences. At the end of each semester, the school shall draw up a list of absences for each pupil. Unauthorised absences will be clearly identified and processed.

### 2. Absences on medical grounds

a) In the event of a pupil being unable to attend the school, the pupil's legal representatives will inform the school of the reason by email before 8.30 a.m. on the day of absence:

[ixl-absences-nur@eursc.eu](mailto:ixl-absences-nur@eursc.eu) (Nursery)

[ixl-absences-prim@eursc.eu](mailto:ixl-absences-prim@eursc.eu) (Primary)

b) After an absence of more than two days, pupils will only be allowed to return to school on production of a medical certificate by the pupil's legal representatives. Without written notification from the pupil's legal representatives and a medical certificate such absences shall be regarded as unauthorised and punishable by the Director. In the case of a child having 5 such absences, the Director will request a meeting with the parents for clarification.

c) If a pupil contracts an infectious disease, the pupil's legal representatives have to notify the Director in writing and adhere strictly to the rules laid down by the Administrative Board, drawn up in agreement with the school medical service, on the containment of infectious diseases, in particular as regards quarantine for him/her and other pupils living under the same roof. The pupil shall be readmitted to the school only on production of a medical certificate from a doctor recognised by the local health authorities or from the school doctor.

d) The Director may, if he/she considers it necessary, have the pupil examined by the school doctor.



### **3. Absences on personal grounds**

a) Only the Deputy Director, not the Class Teacher, may give a pupil permission to be absent from school. In the event that your child cannot attend school due to personal reasons, please inform the Nursery and Primary Deputy Director:

[ixl-deputy-director-nursery-and-primary-cycle@eursc.eu](mailto:ixl-deputy-director-nursery-and-primary-cycle@eursc.eu)

b) Except in cases of force majeure, the pupil's legal representatives must apply for such permission at least one week in advance. Applications must be made in writing, indicating the period of absence and the reasons. Permission may be granted for a maximum of two days plus reasonable travelling time.

c) Except in cases of force majeure, permission may not be granted for the week preceding or the week following school holiday periods or public holidays.

### **4. Lateness**

It is the parent's responsibility to ensure their child arrives at school on time. Lateness can disrupt the learning of others and can result in a pupil feeling greater stress and achieving poorer outcomes. All time out of school affects the pupils' learning and achievement. Please make sure your child arrives at school on time.

### **5. Consequences of absences and/or lateness**

a) In case a child is late 5 times, the Deputy Director will request a written explanation from the parents. In case a child is late 10 times or/and has 5 unauthorised absences, the Deputy Director will request a meeting with the parents for clarification.

b) Should repeated unauthorised absences continue to occur, a Discipline Council will be organised.

c) If, at the end of the first term or semester, the number of absences (authorised or unauthorised) seems likely to exceed 18 days, the Deputy Director will warn the pupil's legal representatives of the risk of non-promotion. There will be no retroactive authorisations from the Director.

d) In the event of an unauthorised absence of more than 15 consecutive school days, the pupil shall be deemed to have left the school. The pupil's legal representatives shall be so informed by registered mail.