

**Student/Parent/Community Policies: VI-E**  
**Effective: December 2006**  
**Policy Statement: Attendance**

**NOTES: ISU has a very strict attendance policy.**

It is important to your child's education for him/her to attend school every day as nothing can replace the face to face teaching that occurs on a daily basis. This allows your son/daughter to succeed in meeting the high international standards that we set at ISU.

Attendance is an important key to academic success and if the student does not attend enough school, then this means that they will find it difficult to understand the academic content for the next grade level. This becomes increasingly important as the child progresses through the school, and in particular, at High School.

Students are expected to be on time to each and every class, and for school. Should students arrive late or need to leave school early, the parent or guardian must inform his/her teacher in writing. See Sign Out Procedures.

All absences from school must be explained with a note from home to the Homeroom teacher. It is an ISU expectation that any work missed from an absence is made up within a negotiated time limit.

Parents are strongly encouraged to plan family vacations around the school holidays so students are not penalized for excessive absences. Absences caused by family vacations will be considered a part of the 10% absence allowance.

## **POLICY**

In order to encourage appropriate attendance patterns the following will apply:

Students must attend at least 90% of each school year, or from date of enrolment, to obtain a pass in that grade level. This means there is a 10% allowance for absences that are either **explained/unexplained or unexcused**. This means that in any ONE school year of 180 days, a student can be absent for up to 18 days.

Any student who fails to make the required 90% total school daily attendance will risk not being promoted to the next grade or meeting graduation requirements.

There are three types of absence that form part of the 10% absence allowance:

- 1) Unexplained Absence  
No medical certificate or note or telephone call from parent/ guardian explaining the absence has been presented to the school.
- 2) Explained Absence  
Students absent for a day (or days) due to sickness or other emergency must bring a note or medical certificate to school to explain the reason why they could not attend school.
- 3) Unexcused Absence applies to any absence that does not fit the above categories.

**LATE STUDENTS – arrival to school after 8.20 am**

Punctuality is an important life skill, therefore for every five lates recorded, this will equal one day absent. These days will be part of the 10% absence allowance.

5 lates = 1 day absence

Arrival after 10 am is considered as a day's absence from school.

## **EXCEPTIONS TO ABSENCE ALLOWANCE**

### Excused Absence

Excused absence is only granted by the Heads of School or the Director. An excused absence is when a parent/guardian applies in writing to the school for an absence to be considered 'excused'. Excused Absences can be granted for a religious/national holiday, serious or long term illness, accident, to attend the funeral of a close relative and/or other unavoidable circumstances.

All work missed during an excused absence must be completed within two weeks of returning of school, otherwise the excused absence will lapse.

### Summary

A. The 10% total (explained/unexplained/unexcused) is the maximum allowed per year.  
"Lates" are a part of absences :- 5 lates = 1 absence

B. The school will keep parent/s/guardians informed of students who are in danger of failing due to poor attendance at school.

C. Promotion to the next grade level cannot be guaranteed if the student does not attend school for 90% of the school year (180 school days is considered one school year).

## **EXEMPTIONS TO THE POLICY**

Any request for reconsideration of this policy must be lodged in writing with the Director and circumstances surrounding the absences will be taken into consideration.

Appeals will be considered by a Committee consisting of the Director, Heads of School, Deputy Director, Counsellor and any other appropriate member of staff.

Date of Approval: December 2006

Authority: International School of Ulaanbaatar, School Board