



NEW WORLD INTERNATIONAL SCHOOL

Attendance Requirements for NWIS Students

Attention Students and Parents!

New World International School requires that ALL children attend school, including secondary students up to the age of 18.

If your child's attendance falls **below 80% or he/she is repeatedly and frequently late**, the school reserves the right to permanently exclude him/her because it is so disruptive to the school and others students.

For IGCSE, AS or A Level and HSD students the minimum requirement is **85% school attendance** if they wish to sit a final examination. The school reserves the right not to enter students with **less than 85% attendance**.

It is important to note that any school absence due to illness **MUST** be verified by a doctor's note, AND that any absence due to a family vacation must be PRE-excused by the Deputy Director/Academic Director. Doctor's notes and pre-approved vacations will help expedite the 'Leave Application' process of a student. Five days of unexcused absences and seven days of excused absences is considered chronically truant. **Any child who changes the date of his/her assessment will not be eligible for the honour roll trophy.** NWIS is dedicated to every student's academic and personal success. Thank you for your support.

Stressing academic grades without placing at least equal emphasis upon attendance fails to recognize one of the major purposes of education. For this reason, NWIS has established an attendance requirement as a portion of the standard for graduation from NWIS.

I. Attendance Overview

- A. Graduation Requirements at NWIS include satisfactory attendance and adherence to the rules and policies of the school
- B. Attendance grades will be awarded on the following basis:
 - S – Satisfactory
 - U – Unsatisfactory
- C. The attendance grade is determined by student performance in the following areas:
 - Excessive Absences
 - Unexcused Absences
 - Truancy
 - Tardies
- D. The "U" Unsatisfactory grades will be given for:
 - 1 or more unexcused absences
 - 2 or more un-remediated tardies
 - 4 or more excused absences (*pending appeal approval*)
 - 1 or more unremediated truancies (*sluffs*)
- E. Any "U"s received must be remediated prior to graduation.
- F. Students who fail to meet attendance requirements will not graduate from NWIS.
- G. The attendance policy will be explained to the students at the beginning of the school year, and periodically throughout the school year.

II. Attendance Definitions and Procedures

ATTENDANCE

*Students who miss class must have their parent/guardian call the school to excuse a legitimate absence within **3** school days of the absence. School policy defines a legitimate absence as:*

- 1) Personal illness of pupil (*the school may require a note from a doctor*).
- 2) Serious illness or death of a member of the family.

- 3) Grave emergencies demanding the help of the pupil at home.
- 4) Unavoidable delays or failure of transportation.
- 5) Other circumstances that in the judgement of the Deputy Director/Academic Director constitute a justifiable absence from school and for which arrangements have been made with the Deputy Director/Academic Director in advance.
 - ❖ If students have any unexcused absences from any individual class, during the term, they will receive a "U" for that class.
 - ❖ On the fourth excused absence in a class a student will receive a "U" in attendance for the class.
 - ❖ Students participating in approved school activities (sports, debate, etc.) will not be considered absent according to the policy.
 - ❖ Students will be considered absent if they are more than ten (10) minutes tardy for a class.
 - ❖ Students will receive a copy of their attendance record. Students will have 3 school days to correct any errors on the report.
 - ❖ Attendance policy:

Every absence and tardy: *The parent will be notified by the school.*

- 1) Fourth excused absence: Parents and students are notified that a grade of "U" has been assigned and that the appeal process may be initiated by the student if circumstances warrant.
- 2) Excessive absences will require a parent/student/administration conference to determine course of action.

(a) Truancy - is defined as a deliberate absence from school and/or class without the knowledge or consent of the parents or the school prior to the absence.

- 1) On any truancy a student will receive a "U" in attendance and a truancy citation.
- 2) A student who is habitually truant may be referred to the Deputy Director/Academic Director's Office.

(b) Checking Out – Students may NOT leave school during the school day without checking out. If they do so, the absence will be considered a truancy.

- 1) Students who need to leave school at any time during the day for a doctor/dentist appointment, illness or injury must go to the Academic Director's Office to and secure an exit slip before leaving the school premises. Parents must pre-approve the check-out either by phone or a letter.
- 2) After a student checks out of school, he/she must leave the school. If a student remains on campus after checking out, he/she will be considered truant and could be issued a truancy citation.
- 3) Parents may appeal an unexcused absence due to improper check in or check out one time only during the student's three years at NWIS by submitting a letter to the Academic Director within two weeks after the absence.

(c) Remediation of Truancies and Unexcused Absences – A truancy or unexcused absence may be remediated during the term by attending two (2) forty-five minutes detention sessions before or after school within 10 school days of the missed class.

- 1) Remediation of truancy or unexcused absence must be completed prior to the end of the term.
- 2) Detention areas will be assigned by the coordinators.
- 3) Tardy Policy.

III. Tardy Policy - Students are expected to be in their rooms ready for their class when the bell rings. Students will be marked absent if they are 10 or more minutes late. Disrupting classes with irresponsible tardiness will not be tolerated.

- Teachers do not have the right to detain and make a student late for the next class. If a teacher makes a request for a student to remain after class, he/she should simply ask to be excused and proceed to the next class.
- Students who are more than 10 minutes late for class will be considered absent. If the student arrives more than ten minutes late, he/she must obtain an admit slip from the attendance in-charge. This slip will indicate the time the student arrived at school and the reason for the late arrival. The student will not be allowed in the class unless he/she has the admit slip.
- An automated SMS will be made when a student is absent or tardy.
- A "U" will be given in any class in which a student has more than one tardy per term. A tardy may be remediated by attending one (1) forty-five minute detention before or after school within 10 days of the tardy.
- Excessive tardiness is disruptive. Be on time to the class. If a student is excessively tardy, he/she may be referred to the Deputy Director/Academic Director's Office. Even though tardies may be removed by completing detention, this does not give license to unlimited tardies.

IV. Appeal Procedures for Excessive, Excused Absences (Unexcused absences cannot be appealed).

(a) Appeal procedures to prevent loss of attendance credit for legitimate reasons:

If absences are legitimate (Refer to II, A, #1), students must appeal the "U"s during the term in which the absences occur.

- ✓ Appeal forms should be completed and returned to the Academic Director's Office at least one week prior to the end of the term.
- ✓ If the appeal has been approved, the teachers will be notified at the end of the term not to count these legitimate absences toward the attendance grade

(b) Appealing lost attendance credit (late appeal):

If students feel they have been unfairly denied credit for absences due to circumstances beyond their control, they may appeal their case to the Academic Director's Office.

- ✓ Appeals will only be accepted during the term immediately the credit loss
- ✓ Appeal forms can be obtained at the Academic Director's Office

V. Attendance "U" remediation

Attendance remediation may be accomplished in one of the following ways (*Items 1 through 4 remove one "U"*):

- ✓ Complete an accredited remediation course to remove one "U" per .25 credit course.
- ✓ Complete four (4) forty-five minute detention sessions.
- ✓ If a student receives all satisfactory marks in the current quarter, all "U"s from the previous quarter will be removed.

VI. Attendance Rewards and Incentives

Rewards and Incentives for good attendance will be implemented by the school.