



---

# EGYPT BRITISH INTERNATIONAL SCHOOL

---



## Secondary Attendance policy

COMPLETION DATE: Nov 2018

REVIEW DATE: Nov 2018

# EBIS SECONDARY ATTENDANCE POLICY





EBIS will endeavor at all times to ensure that all students attend school. In order to facilitate the process, the following steps and measures will be followed.

EBIS feels that it is the responsibility of the parents to ensure that their child attends school diligently and in keeping with the points outlined in the policy.

EBIS firmly believes that a poor attendance record will have a detrimental impact on a student's education and will hamper their ability to reach their full potential.

1. The number of student days equals 180.
2. Students are expected to attend school every day.
3. Absence should only be for illness and unforeseen exceptional events.
4. The number of absences a student has in any year will be recorded in the register.
5. If a student has an attendance record that drops below 95% attendance (9 days), the parents will be notified and concerns raised. Exception will be considered for those families taking block leave, certified illness and unforeseen or exceptional events.
6. If a student is being taking out of school for any reason, the parents have to put a request in writing to the Head of School and pastoral manager: the reason for withdrawing the student should be outlined. At all times, the school will seek to discourage absence during the academic year for reason other than illness or unforeseen and exceptional events.
7. The school will not issue work when students are withdrawn from school. The only exception will be for long term illness. The school will endeavour to provide work for children on extended block leave in term time only. In all other scenarios students are responsible for catching up on missed work.