

# ISUtrecht Attendance Protocol

## Primary absenteeism and lateness protocol

### Day-to-day absenteeism procedure

Action	Person responsible
Parents notify the school <b>before 8.30</b> in the morning if a student is absent <b>via the school app</b> .	Parents
Classroom teachers register absenteeism at the start of the day in Parnassys.	Classroom teachers
At 10:00 the office contacts parents of students who are absent without having contacted the school.	Office

### Late for class

Action	Person responsible
Classroom teachers register lateness at the start of the day in Parnassys.	Classroom teachers
When a student has been late three times, the classroom teacher will contact the parents regarding this matter.	Classroom teachers
When student is late for a fourth time, the classroom teacher will call the parents in for a meeting.	Classroom teachers

## Problems with absenteeism

In cases where there is an indication of continued absenteeism without a reasonable explanation, the school will officially notify the leerplicht (compulsory education authority). This will be done via the Student Support Coordinator.

This protocol is communicated to parents and students and published on the school website.

## Secondary absenteeism and lateness protocol

### Day-to-day absenteeism procedure

Action	Person responsible
Parents contact the school office (school app; absenteeism@isutrecht.nl, or call) before 8.30 in the morning if a student is absent. Or if the child needs to leave school during the day, and what time they will be expected back (eg dental appointment) The secondary office will register absenteeism in Magister	Parents
Subject teachers register attendance for each lesson they teach in Magister	Subject teachers
<b>By 8:35</b> If a student is not present in the first lesson of the day and no email is received from the office regarding this absence, the teacher will mark the student absent and the secondary office will contact the parents.	Secondary Office
<b>At 10:00</b> Magister is updated to whether the absence is authorised or not authorised for the entire day.	Secondary Office
After 3 days of authorised absenteeism the mentor contacts the parents by phone or mail. In this contact, agreements will be made, maintaining the contact between parents and the mentor and the need to carry out work at home. Minutes of the phone conversation or email is kept in Managebac and monitored by the mentor.	Mentors
For continuous absences, see below Problems with Absenteeism.	
Authorised absenteeism, is registered in Magister and visible for all subject teachers.	Secondary Office
Students need to sign in and out of the secondary office if they leave the school.	Secondary Office
During the day for unauthorised absenteeism, subject teachers contact the secondary office and mentor, via email, if a student is absent from the lesson without being registered as absent in the system. This may indicate a student missing class without permission. The teacher registers the student as absent in Magister.	Secondary Office Subject Teachers
In this case, the subject teacher will first try to locate the student, then contact the parents and mentor of the student. Catch up hours will be assigned by the subject teacher for such absences. This can be before class.	Subject teachers
Mentors/subject teacher informs the office when the missing hour/s have been caught up and the absenteeism is changed to "afgehandeld" (dealt with) in Magister student files.	Mentors Subject Teachers Secondary Office

### Late for Lessons

Action	Person responsible
When a student is late for the first lesson of the day, he/she has to collect a yellow late slip from the secondary office - the student will only be accepted into class with a yellow slip. This indicates that his/her lateness has been registered on Magister.	Subject teachers Secondary Office
When students are <b>late for the first lesson of the day</b> , the secondary office will register this as <b>late in Magister</b> (click box under TL). It is up to the subject teacher to ask the student to make up for time lost in lesson.	Subject teachers Secondary Office Mentors
When a student is present in school for other periods other than Period 1-3, but late for class, no yellow slip is expected. Teachers mark students as late (TL) in Magister. Subject teachers will deal with this lateness as they see fit and inform the mentor.	
When a student is present in school, but late for class, no yellow slip is expected. The subject teacher will deal with this lateness as they see fit.	Subject teachers/mentors Office
Teachers mark as late in Magister for DP Teachers do not mark as late in Magister for MYP	Subject teachers/mentors
Making up for any lateness: <ul style="list-style-type: none"> <li>When a student is late three times, the student will be expected in school at the secondary office, the next school day 30 minutes before their first lesson. They need to report themselves to the secondary office.</li> <li>When lateness is made up, the secondary office will mark the lateness as "afgehandeld" (dealt with) in Magister student files.</li> <li>In some cases, teachers may choose for the detention/sanction to occur during school hours, such as morning break or lunch or after school. Parents, mentor and MYP or DP Programme Leaders will be informed via email from the teacher, along with the date and time of the detention one day prior to its occurrence.</li> <li>If the lateness becomes chronic, mentors call parents for a meeting.</li> </ul>	Mentors Subject Teachers Secondary Office Programme Leaders

## Whole School: Problems with Absenteeism

In cases where there is an indication of continued absenteeism without a reasonable explanation, the Student Support Coordinator or Head of School will contact Leerplicht (compulsory education authority).

### **Steps to be taken before Leerplicht is contacted:**

In cases of worrying absenteeism (Netherlands legal criteria: fourth sick leave in the school year or from the seventh school day continuous illness reported) there will be a face-to-face meeting with mentor/class teacher, student and parent(s). The purpose of this meeting is to share concerns and responsibilities and come to concrete agreements on guidance and care. The outcome of the contact is recorded in the student files.

If absenteeism continues and in more complex cases the school will ask for a consultation with the school doctor. This will be discussed with the Student Support Coordinator, mentor/class teacher, student and parent(s) and documented. The purpose of the consultation with the school doctor is:

- To advise the student, parent(s) and the school about mental and physical health issues and school attendance;
- To provide support to the student and parent(s), operates with professional care. as knowledge in both area: medical issues and school.

### **For the student and parent(s):**

- The link between the school and school doctor should be transparent. The Student Support Coordinator and mentor can work with parents to fill in a registration form.
- The school doctor reacts within one week after the received notification and decides what professional guidance is needed.
- The school doctor will have a meeting with the parent(s) about the absenteeism and see how they can arrange support, if needed.
- The school doctor will inform school about the agreements made and decide with school how to arrange support. If possible a meeting will be scheduled together with the parents and the ISUtrecht inclusion team.

*Please note that for grade 10 and Diploma students it is expected that students to have an 90% attendance rate in order for them to be promoted to the next stage of the academic career or sit their DP examinations. Please see the Promotion Criteria on the website. Failure to meet this requirement may result in not being promoted to the next grade at the discretion of the Programme Leaders, Deputy Head, and Head of School.*