



**AMERICAN
ACADEMY**
LARNACA

ATTENDANCE POLICY

1. INTRODUCTION

Full attendance at school is a requirement. On the positive side there is an obvious link between attendance and progress; on the negative side, it must be recognized that students missing classes can disrupt the work of fellow students and teachers. Where the level of absence is considered to be affecting progress, this may result in low grades and eventually the student will not be able to be promoted at the end of the year. Looked at in another way, full attendance is an indication of a correct and appropriate attitude to and respect for our school. It shows that the student is complying with our expectations, meeting our required standards and is a part of the required Academy spirit.

There may be occasions when absence is unavoidable, but we must stress that we expect these absences always to be in the context of exceptional and unavoidable circumstances e.g. illness. Absence must be kept to an absolute minimum.

2. PROCEDURES

On the first day of absence the Head of Year will contact parents unless parents have contacted the school. Following an absence and where applicable, a doctor's certificate should be sent to the Head of Year. Students are responsible for making up work missed.

Repeated absenteeism is viewed seriously and may result in reduced grades or the non-award of the grade in a subject where the degree of absenteeism is unacceptable. Where a student is unavoidably absent for a significant period, a decision about whether the final examination can be sat will be at the discretion of the Director.

Lateness and absence are recorded on Semester reports.

Parents are asked to ensure that students are not taken from lessons for the purpose of holidays.

Procedures arising out of accumulated absence

Every case must be considered on its own merits, but it is useful to have an outline of potential consequences. Professional judgment will be exercised in deciding what action is appropriate and how best to address each particular situation, but the following policy gives a general guide.

STEP 1

for up to 60 periods of absence during a school year (or the equivalent of 10 school days)

In the initial stages of a buildup of absences, parents will be alerted to the school's concern and a record of that contact kept on file. Where the HoY considers it appropriate, parents will be asked to meet with the Head of Year (HoY) to discuss the matter. A letter stating the school's concern will be sent to the parents. Meetings may involve the appropriate Assistant Principal (AP) where necessary.

STEP 2

Additional absence totaling up to 90 periods of absence during a school year (or the equivalent of 15 school days)

At this stage a Review Body (the Assistant Principals, the appropriate HoY, Mentor and subject teachers) will consider how best to address the issue. This may include supervised detention to catch up on work missed.

STEP 3

120 periods of absence during a school year (or the equivalent of 20 school days)

An extended Review Body (Principal, Assistant Principals, HoY, Mentor and subject teachers) will consider what action is appropriate e.g.

- Y1 – Y6 Serious sanctions, which in some cases may lead to repeating the year
- Y6 Not allowed to go to Greece
- Y7 Y7 must meet the attendance requirement in order to graduate.
Absences will need to be made up before an American Academy Larnaca Graduation Diploma is issued.

If a student is suspended absences will be recorded and will count for the above sanctions.

In exceptional circumstances approval may be granted for time off school e.g. on the grounds of serious ill health or injury, educational benefit or compassionate grounds provided the necessary documents have been received, considered and approved by the Principal.