

## Attendance Policy 2025

### A. PURPOSE

The Escola Internacional de Alphaville is committed to the care of our students and expects all staff, students, parents, and visitors to share this commitment. The Escola Internacional de Alphaville recognizes the need to ensure, as far as possible, the safety of our students; therefore, it implements an attendance procedure. This procedure aims to identify the steps to be followed when a student is absent from school, in any of its learning modalities.

This policy provides students, parents, and staff with guidelines and instructions regarding student absences in any of the learning modalities. In this document, the following terms will be used:

**Student:** Any student of Escola Internacional de Alphaville, regardless of age, as well as underage visitors, are considered students.

**Staff Member:** Every individual employed by (SCHOOL NAME), regardless of their position within the school.

To prevent situations from escalating and becoming a risk, the Escola Internacional de Alphaville adheres to the following principles:

- The student's well-being is the priority, and every student has the right to be protected from harm and exploitation.
- The student's well-being is independent of race, religion, ability, disability, gender, or culture. All students must be and feel safe at school.
- All students have the right to receive strategies and skills to help them stay safe.
- All adults in the school must demonstrate commitment to the protection of the students they work with.
- At (SCHOOL NAME), we work closely with parents, guardians, and other professionals to ensure the protection of our students.
- The student's well-being is our priority.
- All students have equal rights to protection, but we recognize that in some cases more support will be required. Some of these cases may fall into situations involving special educational needs, disability, gender, religion, or sexual orientation.

#### 1. Scope and Objectives

The Escola Internacional de Alphaville aims to:

- Provide a safe and happy environment that fosters our students' growth and learning.
- Describe the system and procedures we have in place to ensure that students are safe at school.
- Raise awareness among all staff and parents about issues related to student absences.
- Ensure effective communication between staff and parents regarding student absences.
- Be clear with all involved, including students, parents, or guardians, about the attendance policy.

## **A. SCOPE**

The attendance policy will be endorsed by ISP, signed by the General Director, and adopted at all organizational levels.

## **B. RESPONSIBILITIES**

- Protect the rights of minors.
- Protect the personal privacy of minors.
- Raise awareness and provide clear guidelines for action regarding issues related to student absences.
- Inform the Designated Safeguarding Lead of any concerns related to student absences.

## **C. PROCEDURE FOR REPORTING STUDENT ABSENCES IN ANY LEARNING MODALITY.**

When a student monitored by the Safeguarding Department is absent for one day without prior notice, the Department of Personalized Education (for Kindergarten and Elementary) and the Prefecture (for Middle and High School), and/or the Section Management will be requested to contact the student's parents by phone to identify the reason for the absence. This must be done on the same day of the absence and reported to the appropriate DSL..

- When a student is absent for more than 3 days without prior notice, a Section Assistant will be asked to contact the student's parents by phone to identify the reason for the absences.
- If there is no response to the phone call, an email will be sent by the Department of Personalized Education (for Kindergarten and Elementary) and by the Prefecture (for Middle and High School), indicating the date and time the call was made.
- If, by the fourth day, the student has not attended school and the email remains unanswered, another phone call will be attempted to the parents. This second call will be made by the Department of Personalized Education (for Kindergarten and Elementary) and by the Prefecture (for Middle and High School). If there is no response to the second call, the Section Director will send an email, copying the Designated Safeguarding Lead, indicating the date and time the call was made.
- If, on the day following the second email, the student still does not attend school and the email is not answered, the Designated Safeguarding Lead, together with the Section Director and the General Director, may determine the steps to be taken to try to contact the family.