

SCHOOL ATTENDANCE AND PUNCTUALITY POLICY

This policy establishes the guidelines and procedures to ensure student attendance, in compliance with the Brazilian National Education Guidelines and Framework Law (LDB No. 9,394/1996), Law No. 13,803/2019, and the School Regulations. It is recommended that this policy be communicated annually to families through publication on the school's website and presentation during the beginning-of-year meetings.

We understand that daily and consistent attendance is a fundamental prerequisite for academic excellence, socio-emotional development, and linguistic immersion within the bilingual program. Unreported absences are treated as a Safeguarding priority (protection of student well-being).

I – MINIMUM REQUIRED ATTENDANCE

For Kids, the minimum required attendance is 60% of the total school hours (LDB, Art. 31, IV).

For Elementary School (Juniors and Teens) and High School, the minimum required attendance is 75% of the total school hours and of each subject for direct promotion to the next grade level (LDB Art. 24, VI and School Regulations, Arts. 51 and 52).

The Child Protection Council (Conselho Tutelar) may be notified by the school once the absence limits established by the National Education Guidelines and Framework Law have been reached, even when calculated proportionally to the period attended.

II – ATTENDANCE INDICATORS

The school will monitor attendance through daily attendance records and follow-up conducted by the academic coordination team of each school division, using the following benchmarks:

- a) 96% to 100%: Ideal attendance for full academic achievement.
- b) 85% to 95%: Moderate absenteeism, with monitoring in partnership with parents/legal guardians and an academic support plan.
- c) 75% to 85%: Critical absenteeism, resulting in an in-person meeting, a mandatory absence recovery plan, legal notification, and direct risk of grade retention.
- d) Below 75%: Student retention in accordance with current legislation.

III – ATTENDANCE CONTROLS AND RECORDS

Attendance and absences will be recorded by teachers through the class register.

Starting from Juniors, students are granted a maximum grace period of 10 minutes during the first class period to enter the classroom. Students arriving after this grace period must wait until the beginning of the second class period.

This guideline does not apply to Kids. We emphasize the importance of punctuality for young children, as the classroom routine ensures the smooth progression of the school day and students' well-being. We kindly request that students arrive no later than 9:00 a.m. The daily routine begins at 8:00 a.m., and arrivals after that time may prevent participation in essential activities, such as snack time and aquatic activities classes, due to the fixed schedule of these routines.

Unreported absences will result in contact from the Academic Coordination Assistant by 11:00 a.m. Cases without a response and presenting a history of vulnerability will be escalated to the Designated Safeguarding Lead (DSL).

Absences on assessment days must be justified by parents or legal guardians within 48 hours. The commitment and partnership with families are essential to ensuring continuity in learning and student well-being. We rely on the collaboration and responsibility of all parents and guardians to ensure compliance with school schedules and the academic calendar, planning trips and personal commitments during school vacation periods. By avoiding unnecessary absences and tardiness, we ensure that our students do not miss crucial learning opportunities and can fully benefit from every stage of their educational journey.

Barueri, São Paulo, October 16, 2026.