## Attendance Protocol

ISUtrecht provides a welcoming, safe, and supportive learning environment for all students. We expect all students to attend school every day and arrive on time for school and lessons.

## Attendance in the Netherlands

In the Netherlands, school attendance is compulsory for all children aged 5-18. Parents are required to register their child at a school and are responsible for ensuring their child attends school. Parents play a crucial role in ensuring their child attends school regularly. Holidays must always be planned during the official school holidays which are published on the school website (for parents section) well in advance.

The attendance officer (leerplicht) helps students who are struggling to attend school regularly. The attendance officer will work with the school and family to find a solution. In some cases, they may also take legal action.

## Our expectations

We expect that all students will:

- Attend school every day
- Arrive to school on time and be on time for each lesson, thereby avoiding disruption to their learning and the learning of others.

We expect that all parents will:

- Encourage regular and punctual attendance
- Notify school of absenteeism via the school app by 8.00
- Communicate with the school any home circumstances that might affect the behaviour and learning of their child
- By acting in accordance with the above steps parents are acting within the Dutch law on compulsory attendance


## Absenteeism

If a student does not attend school and a reason has not been provided, steps will be taken to find out why the student is absent.

- Teachers always record attendance
- The office and class teachers/mentors and inclusion specialists follow up with any attendance concerns
- The school attendance officer (leerplicht) may be involved


## Exceptional (unusual) leave

In accordance with the Compulsory Education Act, leave outside of the school holidays is not allowed. Parents must plan holidays and special events during the official school holidays which are always published on the school calendar. Only in very significant circumstances are we able to grant exceptional leave.

An 'exceptional leave form' will be given to parents at the welcome desk, if the conditions are fulfilled. Please be aware the request should be made at least 4 weeks in advance of the requested dates. For further information, please view the municipality website Leerplicht page. Should parents take their children out of school without permission, the school has the legal obligation to report this to the Leerplciht Ambternaar (School Attendance officer), who, in most cases takes legal action.

## Avoiding appointments during the school day

Missing school during the day can be disruptive to learning. Please always avoid student medical or other appointments during school hours. If this cannot be avoided then:

- Primary:

Parents inform class teacher and main office well in advance of the appointment through the school app.

- Secondary:

If students need to leave school during the day, they must bring a letter from home. When it is time to leave, show the letter to the office and sign out. Upon return to school later in the day, the student must sign in at the office.

## Absenteeism and lateness protocol

1. oints on SL subjects (candidates who register for two SL subjects must gain at least 5 points at SL).
2. The candidate has received a penalty for academic misconduct from school or IB.
3. 

Day-to-day absenteeism procedure

| Action | Person responsible |
| :--- | :--- |
| Parents notify the school before 8.00 in the morning if a <br> student is absent via the school app. | Parents |
| In primary teachers register absenteeism before 9:00 in | Classroom teachers |
| Parnassys.. <br> In secondary subject teachers register attendance for <br> each lesson in Magister. | Subject teachers |
| The office contacts parents of students who are absent <br> without having contacted the school. | Office |

## Late for class in primary

| Action | Person responsible |
| :--- | :--- |
| Classroom teachers register lateness at the start of the <br> day in Parnassys. | Classroom teachers |
| Students arriving late to school must enter the building <br> through the front door. Parents sign in at main reception. | Parents |
| When a student has been late three times, the classroom <br> teacher will contact the parents regarding this matter. | Classroom teachers |
| When student is late for a fourth time, the classroom <br> teacher will call the parents in for a meeting. | Classroom teachers |

If lateness continues, inclusion specialist, programme leader and attendance officer can become involved

Inclusion specialist
Programme leader
Attendance officer

## Late for class in secondary

| Action | Person responsible |
| :--- | :--- |
| Students are expected to arrive on time for each class | Students |
| If a student is late for class, they will collect a <br> yellow slip from the office. With the yellow slip they are <br> allowed to join class. | Students |
| Lateness is documented in Magister. | Office |
| If a student is late 3 times, the student will be expected in <br> school at 8.00 the following day. | Office |
| I If lateness continues, the mentor will schedule a <br> meeting with the student and parents. | Mentors |
| If lateness is ongoing, the mentor will schedule a meeting <br> with the student and parents.Inclusion specialist, <br> programme leader and attendance officer may become <br> involved. | Mentors <br> Inclusion specialist <br> Programme leader <br> Attendance officer |

## Ungoing or unexplained absenteeism

| Action | Person responsible |
| :--- | :--- |
| Class teachers/ mentors review attendance data on a <br> weekly basis together with the inclusion team. | Classroom teachers <br> Mentors <br> Inclusion team |
| The family is contacted if a student is absent due to illness <br> for 4 days or longer. | Classroom teachers <br> Mentors |
| A meeting is scheduled with student and parents if | Classroom teachers |
| unexplained absenteeism exceeds 16 hours in 4 weeks. | Mentors <br> The attendance officer will be notified. |
| If despite contact with the family, absenteeism continues, | Inclusion specialist |
| a follow-up meeting with the school external partners will <br> be scheduled. | Programme leader <br> Attendance officer |

The school is supported by a group of external school partners:

Attendance officer (leerplicht), Youth healthcare (JGZ), Buurtteam \& Samenwerkingsverband.

The attendance officer is the first external point of contact for families and students with attendance issues. The inclusion specialist will ensure that the attendance officer is involved where necessary. The attendance officer provides advice and consultation to the school when they have questions or concerns about attendance.

