

STUDENT ATTENDANCE POLICY

Rationale

The official Student Attendance Policy for Medan Independent School is based on four (4) fundamental assumptions:

1. Regular attendance is the only way for the school to monitor, assess and support student success.
2. The responsibility for ensuring such attendance is shared by students, parents and the school.
3. A student's absence from lessons is only excusable for illness, religious or legal obligations, or family emergencies and must be authorised.
4. Excessive student absenteeism is legitimate grounds for the school to request that a student completes makeup work, request that a student repeat a grade level, and/or not to re-register a student.

Purpose

To ensure that students maximise school attendance as well as ensuring internal school processes for monitoring student attendance are robust. Medan Independent School values group work and collaboration. When students are absent from school, this absence may affect the learning and achievement of other students.

Guidelines

1. The requirement by Indonesian Law is that students have a 85% attendance rate. This consists of both authorised and unauthorised absences. For Medan Independent School, a fifteen percent (15%) absence rate is therefore defined as a student missing 27 school days.
2. The school may deem certain off-site days as school days. This is typical of field trips, camps, etc.
3. The school must have robust processes for recording student attendance and tardiness information.
4. The school will also take into account unforeseen events, such as a pandemic, when monitoring student attendance.
5. Parents of students who are identified as having poor attendance will receive notification from the school at the following stages*:

Days Absent	Follow Up Action
10 days	A phone call from the Administration Officer.
15 days	A meeting with the Homeroom Teacher.
22 days	A meeting with the Head of School.
27 days	A letter from the school. Student required to complete makeup work.
15-20% absence	A letter from the school. Student risks repeating a grade level.
Greater than 20% absence	A letter from the school. Student risks being asked to leave the school.

* This process will be applied where communication between home and school has not been deemed satisfactory.

6. The school must receive notification whenever a student is absent. More often than not, this is usually via a WhatsApp message to the Administration Officer.

7. In certain extenuating circumstances (long term illness, hospitalisation, death in the immediate family, participation in school-approved competitions, etc.), parents must submit documentation supporting a student's absence. Decisions to accept a student's absenteeism will depend on a number of factors:
- (a) the standing of the student.
 - (b) the seriousness of the circumstances.
 - (c) the possibility of this absence being repeated in the future.
 - (d) the possibility of providing remedial measures that will compensate for the loss of time.
 - (e) "Unauthorised absence" includes, but is not limited to: truancy, extended holidays, non-emergency leave, medical appointments that can be made outside of school hours.
 - (f) A student who is absent from school without permission from his/her parents shall be considered as 'truant'. Parents of a student suspected of being truant will be contacted by the school. This action will be documented and the school will take appropriate action. Truancy is regarded as a major infraction which may eventually lead to a student being expelled from Medan Independent School.
 - (g) No student will be allowed to leave the school grounds during the school day without the explicit written (WhatsApp message is acceptable) or confirmed telephone permission of his/her parents. The school reserves the right to refuse permission if they have any concerns with whom the request is originating from.
 - (h) If a student wishes to leave school due to illness, the Administration Officer will contact the student's parents to confirm that this is to happen. The general rule is that students may not excuse themselves from being at school. All medical appointments are expected to be scheduled outside of school hours.
 - (i) After a student has been absent without notification for two (2) days, the Administration Officer will contact parents to enquire about the absence. If there is no response, the Administration Officer will notify the Head of School.
 - (j) After five (5) days of non-notification, the Head of School will send a letter requesting a meeting with parents.
 - (k) As part of this process, the school will notify parents of students who are persistently tardy to school.

Links to:

- Student Code of Conduct
- Student Safety Policy
- Health and Safety Policy