



ATTENDANCE POLICY

A. PURPOSE

The School is committed to the care and wellbeing of its students and therefore expects all collaborators, students, parents, and visitors to share this commitment. Instituto Thomas Jefferson Zona Esmeralda recognises the need to ensure, as far as possible, the safety and wellbeing of its students and therefore 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 collaborators with guidelines and instructions regarding student absences across all Learning Modalities.

For the purposes of this document, the following terms are used:

Student: Any learner enrolled at Instituto Thomas Jefferson Zona Esmeralda, regardless of age, as well as visiting minors.

Collaborator: Any individual employed by Instituto Thomas Jefferson Zona Esmeralda, regardless of their position or role.

Learning Modalities: Include Distance Learning Model, Hybrid Learning Model, and On-site (Face-to-Face) Learning Model.

In order to prevent risk situations from escalating, Instituto Thomas Jefferson Zona Esmeralda adheres to the following principles:

- Student wellbeing is the priority, and every student has the right to be protected from harm and exploitation. A student's wellbeing is irrespective of race, religion, ability, disability, gender, or culture.
- All students must be and feel safe at school.
- Every student has the right to receive strategies and skills that help them to keep themselves safe.
- All adults within the School must demonstrate a commitment to protecting the students with whom they work.
- Instituto Thomas Jefferson Zona Esmeralda works collaboratively with parents, guardians, and other professionals to ensure the protection of its students.
- Student wellbeing is our priority.
- All students have the same right to protection; however, we recognise that in some cases additional support may be required. Some of these cases may relate to special educational needs, disability, gender, religion, or sexual orientation.

1. Scope and Objectives

Instituto Thomas Jefferson Zona Esmeralda aims to:

- Provide a safe and positive environment that supports student growth and learning.
- Outline the systems and procedures in place to ensure that students are safe within the School.
- Raise awareness among all collaborators and parents regarding matters related to student absences.
- Ensure effective communication between collaborators and parents in relation to student absence situations.
- Be clear with all parties involved, including students, parents, and guardians, regarding the Attendance Policy.

A. SCOPE

The Attendance Policy shall be endorsed and signed by the General Director. This policy shall be adopted across all levels of the organisation.

B. RESPONSIBILITIES

- Safeguard the rights of the child.
- Protect the child's personal privacy.
- Raise awareness and provide clear guidance regarding matters related to student absences.
- Inform the Designated Safeguarding Lead of any concerns related to student absences.

C. PROCEDURE FOR REPORTING STUDENT ABSENCES ACROSS ALL LEARNING MODALITIES

- In order to be eligible for grade promotion, a student must meet a minimum of 80% attendance in the corresponding subject.
- Requests for permission to be absent from school activities must be submitted by parents in advance and in writing to the relevant Section Directorate.
- In the event of absence due to illness, parents must notify the School Medical Service by email on the same day, copying the student's class teacher or mentor. In cases of contagious illness, parents must immediately inform the School and refrain from sending their child to school, in order to allow the student to rest at home and to prevent exposure of other students. In such cases, parents must provide a medical clearance certificate before the student may return to school.
- If a student is identified during the school day as presenting symptoms consistent with an infectious illness (fever, cough, or any type of rash not attributable to an allergy, etc.), parents are required to collect their child if requested by the School.
- On the day the student returns to School, they must present a medical note to their class teacher or mentor in order to justify the absence and to schedule any missed assessments or submission of work.
- Only absences due to health reasons, legal matters, authorised academic or sports/cultural activities approved by the Section Directorate, and those considered force majeure shall be considered justified and will not count towards the attendance percentage. The Section Directorate is responsible for informing teachers of this determination. In all cases, students remain responsible for keeping up to date with pending assignments, practical work, and examinations.
- Except in cases of emergency, students may not leave the School during class hours. Requests for early departure must be submitted by email to the Section Director, copying the Section Assistant. Once a student has left the School, they will not be permitted to re-enter on the same day.
- The School Directorate may authorise students to sit missed partial examinations, provided that the student submits the corresponding medical justification to the relevant Section Directorate on the same day they return to School. Make-up examinations will not be authorised for unjustified absences.
- When a student has been absent for more than three consecutive days without prior notice, the class teacher or mentor will contact the student's parents by telephone to identify the reason for the absences.
- If no response is received via telephone, the class teacher or mentor will follow up via email.
- If, by the fourth day, the student has not returned to School and no response has been received via telephone or email, the Section Directorate will continue follow-up, copying the Designated Safeguarding Lead, in order to establish contact with the family. The date and time of the telephone call must be recorded.
- On the fifth working day without response from the family, the Designated Safeguarding Lead, in conjunction with the General Director, will contact the family by telephone or email. If no response is received, they will meet to determine the next steps to attempt to establish contact with the family.

| |
|------------------------------|
| Reviewed by: |
| Charles John Kelly |
| General Director |
| Elsa Islas Molinar |
| Designated Safeguarding Lead |