



ATTENDANCE POLICY

Attendance at school is compulsory. Regular and prompt attendance is crucial for maintaining a satisfactory academic level. Irregular attendance and unnecessary absence deter the child's ability to learn and make it more difficult for students and instructors alike due to the missed instructional time, discussions, and activities.

School begins at 8:20 and finishes at 17:30. The school day consists of seven periods. Students should arrive at school each morning before 8:20 in time for registration in their homeroom.

Friday is a shorter day. School ends at 15:10, after 7th lesson.

Staying after non-academic hours is upon the discretion of the student

- Parents are responsible for regular and punctual attendance of their children. When a student cannot attend school, parents are responsible to notify the school. They should call the homeroom teacher or coordinator between 8:30-9:00 a.m. Students should not call in their own absence.
- If the child exceeds the maximum allowed absence days, (20 unexcused + 25 excused) 45 days per academic year, and the period of absence is not approved, The school will be referred to the disciplinary committee to decide further disciplinary actions such as, the child will not be promoted to the next grade and/or his/her re-enrollment for next year will be in jeopardy or school expulsion
- Students who are not enrolled at UWIS are not permitted on campus at any time unless they have been registered as official guests.

2.1 Types of excused absences:

1. Hospitalization or medical reasons
2. Bereavement (period of grief and mourning after a death)
3. Religious observances
4. Absences that occur due to school-sponsored fine arts or sports activities
5. Approved college visit
6. Any other absence receiving prior approval from the administration.

2.2 Unexcused absences: Any other absences not mentioned as excused absences will be considered unexcused. Students **are not** allowed to make up assignments and tests missed for an unexcused absence. Students are not allowed to miss any lesson in lieu of completing a class work/homework or taking a special test/quiz.

In case of sudden illness, every absence from school must be explained by the parents to the homeroom teacher. When a student is absent for 4 or more days, or when he/she cannot attend activities on their return to school (for example, physical education) a **medical certificate will also be required. When medical certificate is not available in case of emergency, school doctor can make medical examination at home (taxi fee is paid by parents)**



2.3 Tardiness: Tardiness is unacceptable behavior for students. Students must arrive on time for all activities (lectures, official ceremonies, scientific, and social activities, etc.) to which they have to participate. Students arriving late to class will have their names noted in Edupage

If a student is tardy three times (more than 5 minutes) it will be considered as a full day unexcused absence and late students will be referred to the coordinator.

Parents whose children come to school after the first lesson must inform the homeroom teacher about the late arrival and must take permission slip for the next lesson.

A child is considered late for school if he or she is not in the classroom by **8:30 a.m.** ready to begin the school day. **Late students should take permission slip from coordinator before joining the first lesson.**

Students who miss the lesson without excuse or leave the school without a "Permission Slip" during school time, **will be referred to the disciplinary committee for further disciplinary action.**

Parents' whose children are late for more than 7 times in a term shall be notified by the school administration and are expected to provide an explanation for excessive tardiness.

2.4 Early Dismissal from School: The administration does not want to allow parents to pick up their child before all classes end unless there is an emergency.

Students are not allowed to leave the school early unless the homeroom teacher or coordinator is informed by parents via a phone call or written note.

A slip must be taken from the coordinator if a student has to leave school before the last bell.

2.5 Family Vacations: Family vacations should not overlap with the school's instructional calendar. Family vacations are strongly discouraged when school is in session. In addition to compromising the attendance regulations, family vacations interrupt the educational process. **Teachers are not required to provide work in advance of a family vacation.**