



Attendance and Absence Policy for United World International School (UWIS)

Introduction

The United World International School (UWIS) is committed to providing high-quality education to its students and preparing them for the challenges of the 21st century. The school follows the International Cambridge programs, which require a minimum number of classroom hours for each subject. Therefore, regular attendance and punctuality are essential for academic success and personal development.

This policy aims to:

- Promote a positive culture of attendance and punctuality among students, staff and parents;
- Minimize absence levels and help facilitate students' return to school;
- Offer support and assistance to students experiencing ill-health or other difficulties affecting their attendance;
- Ensure the school acts in a fair, reasonable and consistent manner when dealing with attendance and absence issues;
- Comply with the requirements of the local government, Cambridge International, and the Council of International Schools (CIS).

Attendance Expectations

Students are expected to attend school every day during term time, unless they have a valid reason for absence. They should arrive at school on time and be ready to learn. They should also attend all classes, activities and events that are part of their curriculum or co-curricular program.

Students should inform their teachers or tutors in advance, if they know they will be absent or late for any reason. They should also provide evidence of their absence or lateness, such as a note from their parents, a medical certificate or a confirmation of an external event.

Students who are absent or late without a valid reason or prior approval may face disciplinary action, such as detention, suspension or exclusion. They may also lose credit for any missed assessments or assignments, unless they have a formal written appeal with supporting evidence.

Absence Procedures

Anticipated or Planned Absences



Anticipated or planned absences are those that are known in advance, such as family holidays, religious observances, external events or school-related activities.

Students who wish to request an anticipated or planned absence must complete the Request for Absence Form and submit it to the Coordinator and their subject teachers at least two school days before the first day of absence. Parents should also sign the form and provide appropriate evidence of the need for the planned absence.

The Coordinator will review the request and inform the student whether it is approved or not. The approval will depend on the reason, duration and timing of the absence, as well as the student's academic progress and attendance record. The Coordinator may consult with the Principal or other staff members before making a decision.

If the anticipated or planned absence is over one week long, notice must be given at least two weeks in advance to allow for the student to plan with their teachers how to make up for the lost days.

Students who are absent from school due to school-related activities must also complete the Request for Absence Form and provide evidence from the teacher-in-charge of the activity. They must also consult with their subject teachers and the Coordinator before participating in the activity.

Students will not be excused from school on assessment days, unless they have exceptional circumstances. They will not receive any credit for missed assessments and no make-up assessment will be allowed, unless they have a formal written appeal with supporting evidence.

Unanticipated or Unplanned Absences

Unanticipated or unplanned absences are those that are not known in advance, such as illness, injury, family emergency or bereavement.

Students who are absent from school due to an unanticipated or unplanned reason must inform the school as soon as possible on the first day of absence. They should call or email the school office before 8:30 am and provide a brief explanation of their absence. They should also provide evidence of their absence when they return to school, such as a note from their parents, a medical certificate or a letter from a counsellor.

The school office will record the student's absence and inform their teachers and tutors. The Coordinator will monitor the student's attendance record and contact their parents if there are any concerns.

Students who are absent from school due to illness or injury should not return to school until they are fully recovered and no longer contagious. They should follow the advice of their doctor or health professional regarding their recovery period.

Students who are absent from school due to an unanticipated or unplanned reason may be allowed to make up any missed assessments or assignments, depending on the nature



and duration of their absence. They should contact their teachers as soon as possible after their return to school and arrange a suitable time and date for completing their work. They may also be required to submit a formal written appeal with supporting evidence.

Roles and Responsibilities

Students

Students are responsible for:

- Attending school every day during term time, unless they have a valid reason for absence;
- Arriving at school on time and being ready to learn;
- Attending all classes, activities and events that are part of their curriculum or co-curricular program;
- Informing their teachers or tutors in advance if they know they will be absent or late for any reason;
- Providing evidence of their absence or lateness, such as a note from their parents, a medical certificate or a confirmation of an external event;
- Completing the Request for Absence Form and submitting it to the Coordinator and their subject teachers at least two school days before the first day of absence, if they wish to request an anticipated or planned absence;
- Informing the school as soon as possible on the first day of absence, if they are absent from school due to an unanticipated or unplanned reason;
- Contacting their teachers as soon as possible after their return to school and arranging a suitable time and date for completing any missed assessments or assignments, if they are allowed to make up their work;
- Submitting a formal written appeal with supporting evidence, if they wish to appeal against the inclusion of a zero in their average or the denial of a make-up assessment.

Parents

Parents are responsible for:

- Supporting their children's attendance and punctuality and encouraging them to value their education;
- Ensuring their children attend school every day during term time, unless they have a valid reason for absence;
- Ensuring their children arrive at school on time and are ready to learn;



- Ensuring their children attend all classes, activities and events that are part of their curriculum or co-curricular program;
- Signing the Request for Absence Form and providing appropriate evidence of the need for the planned absence, if their children wish to request an anticipated or planned absence;
- Informing the school as soon as possible on the first day of absence, if their children are absent from school due to an unanticipated or unplanned reason;
- Providing evidence of their children's absence when they return to school, such as a note from them, a medical certificate or a letter from a counsellor;
- Supporting their children's recovery and return to school, if they are absent from school due to illness or injury;
- Communicating with the school regularly and promptly regarding any issues affecting their children's attendance or well-being;
- Cooperating with the school in finding solutions to any attendance or absence problems.

Teachers

Teachers are responsible for:

- Promoting a positive culture of attendance and punctuality among students and parents;
- Taking accurate attendance records for each class and reporting any absences or lateness to the school office;
- Informing the Coordinator of any concerns regarding students' attendance or well-being;
- Providing feedback and support to students who are absent or late for any reason;
- Reviewing and approving the Request for Absence Form submitted by students who wish to request an anticipated or planned absence, at least two school days before the first day of absence;
- Setting and marking assessments and assignments according to the assessment policy and calendar;
- Recording and reporting students' assessment results according to the reporting policy and schedule;
- Deciding whether or not to allow students to make up any missed assessments or assignments, depending on the nature and duration of their absence;



- Arranging a suitable time and date for students to complete any missed assessments or assignments, if they are allowed to make up their work;
- Reviewing and responding to any formal written appeals submitted by students who wish to appeal against the inclusion of a zero in their average or the denial of a make-up assessment.

Coordinators

The IB Coordinator is responsible for:

- Overseeing and implementing the attendance and absence policy in accordance with the requirements of the local government mandates, Cambridge and CIS;
- Reviewing and approving the Request for Absence Form submitted by students who wish to request an anticipated or planned absence, at least two school days before the first day of absence;
- Consulting with the Principal or other staff members before making a decision on any anticipated or planned absences that are over one week long or that occur on assessment days;
- Monitoring students' attendance records and contacting parents if there are any concerns;
- Providing guidance and support to students who are absent or late for any reason;
- Liaising with teachers regarding students' assessment results and appeals;
- Reporting any attendance or assessment issues to the Principal or other relevant authorities.

Principal

The Principal is responsible for:

- Ensuring the attendance and absence policy is aligned with the vision, mission and values of the school;
- Supporting the Coordinators in overseeing and implementing the attendance and absence policy in accordance with the requirements of the local government mandates, Cambridge and CIS;
- Making final decisions on any anticipated or planned absences that are over one week long or that occur on assessment days, after consulting with the Coordinators and other staff members;
- Dealing with any disciplinary issues arising from students' attendance or absence problems;
- Communicating with parents regarding any serious attendance or absence.



UNITED WORLD INTERNATIONAL

SCHOOL STUDENT ABSENCE

REQUEST FORM

Student's Name: _____ Homeroom: _____

Reason for absence from classes (please tick):

MEDICAL

PRIVATE FAMILY REASON

UNIVERSITY VISIT / INTERVIEW

RELIGIOUS HOLIDAY

SPORTS ACTIVITY

OTHER _____

Date/s of Event _____

STUDENT: PLEASE READ THE STATEMENT BELOW CAREFULLY BEFORE SIGNING

I am fully aware that I must assume primary responsibility for keeping up with schoolwork during this period of absence. It is my responsibility to either notify teachers in advance, during a class or speaking with the teacher during break or lunch time, to find out what work I will miss, and to make up all work in a timely manner and by agreed deadlines.

Student signature: _____

PARENT: PLEASE COMPLETE THIS SECTION.

I am requesting the release for my child from classes for _____ school days

Beginning _____ and ending _____

the reason for this request is _____

I am fully aware that my daughter / son must assume primary responsibility for keeping up with schoolwork during this period of voluntary absence. It is her / his responsibility to notify teachers in advance, although it may not be possible for the professional staff to accommodate assignment requests. I further understand that classroom activities such as films, labs, class discussions, and speakers cannot be duplicated

Parent or guardian signature _____

Assistant Principal / Principal signature: _____

PLEASE RETURN THIS FORM TO THE COORDINATOR'S OFFICE.