



---

## **MEF INTERNATIONAL SCHOOL ATTENDANCE PROCEDURE**

### **STATEMENT OF AIM**

Punctuality and regular attendance are important for students as part of their learning. It is the responsibility of the school to keep accurate attendance records, and to comply with related legal requirements. It is the responsibility of parents/caregivers to ensure their children attend school.

### **RATIONALE**

- To ensure that all students have an opportunity to learn by attending school regularly.
- To ensure that the right of each student to attend school on a regular basis is monitored in compliance with all related legal requirements.
- To ensure that there are effective channels of communication about school attendance between home and school.

### **PROCEDURE**

#### **Guidelines for Attendance and Tardiness**

- Attendance registers are taken by primary teachers at the start of the school day, and at the start of every lesson by secondary teachers. Attendance registers document punctuality and absences. The attendance is collated by the receptionist. The attendance is emailed to the mailing list for the appropriate section of the school.
- Parents should send an email to [absent@mefis.k12.tr](mailto:absent@mefis.k12.tr) and the Homeroom Teacher (Primary) if their child is absent for any school day. If a parent fails to inform the school of their child's absence the receptionist will contact the parents for information. If the receptionist cannot make contact, he/she will follow-up with an email and SMS. (See end of document for email and SMS to be sent).
- The parents of students who are absent from school are contacted by email or phone. Communication from the family to the administration is requested to explain the reason for the absence and must be received within 5 workdays, otherwise the absence will be counted as an unexcused absence. All absences must be documented by parents via a signed note indicating the reason for the attendance which can be emailed to the Deputy Principal (secondary) to reception and the homeroom teacher (primary). Parents are requested to provide a medical certificate or other documentation for any absence longer than two days in a row. The Principal or Deputy Principal may apply discretion depending on the circumstances of the absence.
- Daily attendance is accurately documented on the school's student information system and on each student's report card.

### Excused and Unexcused Absences

- **Excused absences** are only for illness, injury, death in the immediate family, attendance at a funeral, religious holidays, legal matters, and other emergencies or unusual circumstances as approved by the school's administration.
- **Unexcused absences** include illness without a medical note (for absences longer than 2 days), family reasons, trips during the school semester etc.
- If a student's long term health is of concern this should be reported to the Principal, so that follow up with the family can be undertaken.

### Missed Assessments and Makeup Work

- Students will be held responsible for the school work missed. Students should approach the teachers of classes missed and ask for the make-up work that needs to be completed. Students will receive extra time to make up the work due to an excused absence. As a general guideline, students should receive the same number of days to make up their work that they missed due to an excused absence. Where possible, a student who knows he/she will be absent, should obtain a "Student Absence Form" from the Deputy Principal and approach his/her teacher/s and ask for the work to be completed for the period of time absent. Once completed, they should show it to the Deputy Principal.
- Students who miss internal assessments due to an excused absence will have an opportunity to make up the assessment; the timeline for making up the exam may vary depending upon the reasons for the absence. The teacher should consult the administration. The absence needs to be excused by the administration (Excused absence). Students who miss external exams may not have make-up examinations.

### Monitoring and Addressing Attendance Issues

- Deputy Principals will send a note home to parents on the 10th, 15th, 20th, 25th and 30th day of absence reminding parents of the importance of regular attendance and its impact on learning, together with the possible consequences for continued absenteeism.
- The Primary School Deputy Principal will follow up with tardiness at the beginning of the school day on the 10th, 15th, 20th, and 25th instance with an email update to parents.
- The Secondary School Deputy Principal will follow up with tardiness at the beginning of the school day, and during the course of the school day on the 10th, 15th, 20th, and 25th instance within a semester as outlined in the MEF IS Behaviour Procedure, which include a behaviour plan, reflection session, meeting with the Deputy Principal or Principal and parents, and appearance before the "Student Behaviour Evaluation Committee" or "Discipline Committee".
- Deputy Principals will meet with parents of students who have ongoing problems with tardiness or attendance. If the problems are not resolved, the student may appear before the "Student Behaviour Evaluation Committee" or the "Discipline Committee" in the Secondary.

### Early Dismissal Procedures

- Students who come to school are expected to stay at school unless they have an illness or urgent appointment. If a parent/guardian collects their children during regular school hours or gives permission for their child to leave the campus, they must send an email to [absent@mefis.k12.tr](mailto:absent@mefis.k12.tr), including the reason and time for early dismissal. Phone calls are not accepted. Students need to collect a signed note from the

school receptionist giving them permission to leave the school grounds to show at the security gate. Signed notes which do not state reasons or are inappropriate will not be approved by the school's administration and students with such notes will be unable to receive permission to exit the premises.

#### Late Arrival Procedures

- If a student arrives late in the morning after registration, the student must get a late pass from the receptionist. If during registration time, the student is to take this to their homeroom teacher who will update their attendance accordingly. If after registration time, the receptionist is to update the students attendance.
- Secondary School students who are chronically late or absent may be given consequences according to the scheme outlined in the "MEF IS Behaviour Procedures".
- Students that arrive late to school due to the service bus will not be marked tardy. They will be marked present.

#### Study Leave for Senior Students

- Students in grade 12 and IB2 are *eligible* for study leave starting mid-April depending on their attendance, academic performance, and teacher recommendations. The Deputy Principal will review this information and determine whether the student will take Study Leave or not. A sample letter is in the appendix. Once students have had this signed, they may study either at home or school in the period running up to the external IB exams.
- Students in grade 12 and IB2 who are on study leave are marked 'present' with 'study leave' written in the comment space on Managebac. (Students taking the bus must notify the bus driver of when they will be taking the bus.)

<b>Tardy</b>	<b>Absence</b>
10 - meeting with counsellor, email to parents	10 - meeting with counsellor, email to parents
15 - meeting with DP, email to parents	15 - meeting with DP, email to parents
20 - meeting with parents and DP, support plan	20 - meeting with parents and DP, support plan
25 - final email warning	25 - final email warning

#### **GUIDELINES FOR ATTENDANCE AND TARDINESS**

- Lateness Classification:
  - Arrival after the school day has started but before the end of the first period is recorded as "late."
  - Arrival during periods 2 to 4 constitutes a half-day absence.
  - Arrival from the 5th period onwards will be recorded as a full-day absence.
- Early Departure:
  - Departing school up to and including the 4th period results in a half-day absence.
  - Leaving after the 4th period is considered a full-day absence.

- Educational Activities and Absences: Absences due to participation in school-sanctioned educational activities overseas are excused and do not contribute to the student's total absence count.
- Absence Limits:
  - Unexcused Absence Limit: Students are permitted up to 10 unexcused absences annually.
  - Excused Absence Threshold: Students are allowed up to 20 excused absences each year.
- Excessive Absence Consequences:
  - Exceeding 30 days of absences triggers a written notification to parents, potential non-renewal of enrollment for the subsequent year, and possible disqualification from sitting for external examinations.
  - Students surpassing 30 days of absence in an academic year may be required to repeat their current grade level. High school students in this category must repeat the year.
- Considerations for Severe Medical Conditions: Cases of severe medical conditions will be reviewed on an individual basis, with the understanding that exceeding 60 days of absence due to medical reasons still necessitates repeating the academic year.

### **Attendance Codes**

- **AU - Absent Unexcused-** students that are not in school and have not sent an e-mail or written note from his/her family.
- **AE - Absent Excused-** students who are not in school and have provided documentation to the school.
- **TU - Tardy Unexcused-** students that are late for class with no excuse.
- **TE - Tardy Excused-** students that are late for class with an excuse.

### **Guidelines for Entering Codes into School Information Systems**

1. Daily Attendance List Distribution and Update Protocol: The receptionist will distribute the attendance list to teachers by 9:30 am each school day. Teachers are required to review and update student attendance statuses as the day progresses.
2. Late Arrival Registration: Should a student arrive late, post-homeroom, the receptionist is tasked with recording the late arrival in the school information system.
3. Early Departure Procedure: In instances of early departure, the Deputy Principal will communicate the specific code to be used to both the receptionist and the involved teachers via email. The receptionist will then make the necessary updates in the system.
4. Documentation of Excuse Notes: All excuse notes must be submitted to the Deputy Principal, who will then pass them on to the receptionist. The receptionist is responsible for filing these notes for potential future reference and updating the system to reflect the excused status, as appropriate.
5. Attendance Codes for Off-Campus Activities: For students participating in off-campus events such as field trips, rehearsals, or sports tournaments, teachers are to mark these students as 'Present' (P) and note the specific event in the comment section. The receptionist will ensure these students are included in the daily attendance list, which will be reconciled with the school calendar to maintain current records.

Document History		
Date	Details	Responsible
August 2015	Policy created	Figen Sonmez
May 2022	Policy updated	Nicole Roman-Incel
Nov 2023	Policy sorted into heading for improved coherence	Brett Warfield



Date:

To the Parents/Caregivers of:

**Re: STUDENT TARDINESS AT THE BEGINNING OF THE SCHOOL DAY**

We are concerned that your child is often late coming to school. This causes disruption to the class routines and can also mean that your child is missing important work. Even being 10 minutes late adds up to a loss of almost an hour each week, and this is valuable learning time.

Please ensure that your child is at school before 8:05 am every morning. According to the class register your child has been marked late \_\_\_\_\_ times since September 5th. We appreciate your support in this matter. Please feel free to contact me if you wish to discuss the matter.

Thank you,

Deputy Principal



Date:

To the Parents/Caregivers of:

**Re: STUDENT TARDINESS DURING THE COURSE OF THE SCHOOL DAY**

We are concerned that your child is often late for lessons during the course of the school day. Being late to class on a regular basis causes disruption to the class routines and can also mean that your child is missing important work. Even being a few minutes late adds up to a loss of important learning time. In addition valuable review, or introductions to new topics happen at the start of lessons, so your child is missing out on some important instructional learning.

We have spoken with your child regarding his / her tardiness during the course of the day. We seek your support in helping your child understand the importance of punctuality and organisation between lessons. We would also like to inform you that continued tardiness to class may result in your child appearing before the “Student Behaviour Evaluation” or “Discipline Committee”.

Your child has been late to class during the course of the school day \_\_\_\_\_ times since September 5th.

Thank you for your support in this matter.

Deputy Principal



Date:

To the Parents/Caregivers of:

**Re: UNEXPLAINED ABSENCES**

I am following up an unexplained absence that your child has had recently.

According to the class register your child has had an unexplained absence on the \_\_\_\_\_.

It is school policy that a signed note detailing the reason for the absence be sent to the school each time your child is absent. Could you please write me a note at your earliest convenience?

Thank you,

Deputy Principal





Date:

To the Parents/Caregivers of:

**Re: NUMBER OF ABSENCES**

I am writing to inform you that we are concerned about the number of absences your child has accumulated since the beginning of the year. Your child has had \_\_\_\_\_ days absence from school since September 1st.

Here at MEF IS, we believe it is our responsibility to develop punctuality and regular attendance and we list them among our instructional goals. Regular attendance and being punctual to class has a big impact on learning. We believe that individual efforts to makeup work missed cannot replace instructional time lost at school.

We kindly ask for your support to ensure that your child attends school / is punctual. Please let us know if there is anything we can do to support these efforts.

**If the note is for the 25th absence include:**

I would like to take this opportunity to remind you of our school procedure Students who have absences beyond 30 days in one school year run the risk of not being offered re-enrolment for the following academic year, and the possibility of not being offered the opportunity to take external examinations with bodies affiliated with the school.

Sincerely,

Deputy Principal



Date

Dear Parents and Guardians,

Students in Grade 12 are drawing to an end of their courses. They have been registered for their IB in English, Spanish/French and mathematics examinations which are externally written and externally graded by the IB and are soon about to start their period of revision before these final examinations. Students have now been issued with their entries and have the information about the dates of each individual exam. The first examination is on **Date** and the final examination is scheduled for **Date**.

At MEFIS, we strive to support our students to achieve to their potential on these important examinations. Having discussed this with the students and their teachers, we would like to increase our support to our students by allowing them to take study leave. This means that students will have their last official school day on **Date**. From **Date**, students will have the opportunity to study and revise for the examinations either at home or in school. If your son/daughter opts to come into school, they may study in the cafeteria, the library or in any empty classroom. They will also have the benefit of being able to consult with their teachers. In the case of IGCSE exams, teachers will continue to plan and teach lessons which are run in conjunction with students in other grades. In the case of IB classes, the teacher will be available for individual or group consultations with the students. Please note: only students who have submitted a signed copy of this form to me by **Date** will be excused from lessons. Students without a signed consent form will receive unexcused absences for any missed lessons.

During this period, if the student normally takes the school bus, they should contact the bus driver to inform them of when they will be taking the bus. Additionally, students are advised to create and follow a study plan and ensure they are exercising, resting and eating well to further prepare themselves for this stressful period.

Kind regards,

**Name**

Deputy Principal

---

I give my son/daughter permission to study from home from **Date**. I will take full responsibility for his/her safety during this study leave period.

Student name .....

Parent signature..... Date .....

When a parent cannot be reached in relation to an unexplained absence, the School Receptionist will send an email and SMS to the parent on the morning of the absence:

**EMAIL**

Dear Parent,

Just a short note to confirm that your child has not come to school today. We tried to call you but were not able to get in touch.

When your child is absent, please make sure that you inform your child's Deputy Principal and MEF IS reception so that we are able to account for his/her absence. We would appreciate it if you could inform us of the reason for your child's absence today. Please send a short note to [reception@mefis.k12.tr](mailto:reception@mefis.k12.tr).

We hope that all is well and look forward to your child's return to school.

Sincerely,

**SMS**

Your child is not present at school today. Could you please inform [reception@mefis.k12.tr](mailto:reception@mefis.k12.tr) regarding your child's absence.