

# Silver Fern International School Policy

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**Policy Name** Absences

**Policy Number** AP009.01

**Effective Date** 01/06/2017

**Review Date** 01/06/2018

**Purpose** In order to obtain the best possible education, it is important that students attend class on a daily basis and arrive on time. Regular classroom participation is necessary to achieve the best possible learning situation for every one of our students. This absence policy statement has been developed to encourage good attendance and to discourage tardiness. Our goal is to maximize every student's opportunity to learn.

Attendance is the responsibility of parents and students. Students under the age of 16 are required, by Thai Law, to attend school. A student must attend class regularly to achieve the outcomes expected of them. If a student is absent from school more than 8 days per term their academic progress will be affected and they may receive lower grades as a result.

**Policy and Procedures** It is the parent's responsibility to report each and every absence.

Please call the Silver Fern school office before 8:00 a.m. and provide the student's name and year level. Your call will be recorded on the answering machine or handled directly by office personnel.

**Excused Absences:**

- Illness: A doctor's/parent note of reason for more than three (3) days absence is required for your student's attendance file.
- Medical appointments or treatments: Will require a doctor's note for the student's attendance file.
- Death: A parent note is required for the student's attendance file.
- Personal or family emergency: A parent note is required for the student's attendance file.

**Unexcused Absences:**

(The Executive Principal's discretion will determine if an absence is excused or unexcused.)

- Family vacations.
- Non-Medical appointments.
- Absence for any other reason that does not meet the criteria of an excused absence.
- A student who is absent from school without notice.

**Early Release:**

Parents are requested to schedule appointments after 3:10 p.m. to avoid the need for an early dismissal. If it becomes necessary for the student to be released from school for a doctor/dental appointment or other unavoidable emergencies, the following procedure should be followed:

- Parent/Guardian will need to send a handwritten note to school (or call the school) that states the student's first and last name, date and time of release, and the reason for the early dismissal. The student is to bring this note to the office before school begins.
- All students must be excused by the class teacher before leaving Silver Fern, with a parent/guardian (or someone designated by the parent/guardian on the emergency card).
- The written note will be kept in the student's attendance file.

**Tardiness:**

Being on time is a life skill important to each student's future, and schools share the responsibility to teach the importance of this skill. Tardiness of individual students interrupts instructional time for all the students. Promptness to class allows the teachers to begin the instruction on time for everyone. Tardiness to class is defined as not being physically in the room at 8:10 a.m.

**Silver Fern's Responsibilities:**

- To review the attendance of students and to contact parent/guardian when a student has excessive absences.
- To take appropriate steps, to ensure that students attend school in a timely manner on a regular basis. Silver Fern has a legal responsibility as per the school license: *Thai Educational Act License 01/2558*.

INTERNATIONAL SCHOOL