



STUDENT ATTENDANCE POLICY

Purpose

The purpose of the attendance policy is to give all stakeholders a set of rules for the attendance of the students that are clear and that cover all aspects of attendance. This will then be referred to when making decisions on the grade and even sometimes disciplinary action of a student.

Scope

The attendance policy is for all the students of RAIS when they are studying in the school. If online learning takes place, the attendance policy will automatically apply, but changes may be made depending on the situation of the stakeholders, for example during a pandemic, natural disaster, or national instability.

Policy Statement

RAIS has a high regard for academic excellence. School attendance and time spent in study have a significant relationship to achievement. It is important that good attendance patterns and work habits be established early.

- As per the requirement of the Ministry of Education regarding attendance, RAIS then enforces the 80% attendance completion and 20% allowable excused absences quarterly.
- Daily class attendance is important. If a student wishes to be absent, an official request must be made well in advance with the principal. Please follow the procedure detailed below:
 - Sickness - Students must submit a medical certificate upon their return to the school within three days of their return. Students will automatically be excused from attendance.

- Death/Emergency in the Family - Students will automatically be excused from attendance.
- Visa/Official Expatriate Business - Students will automatically be excused from attendance.
- Family Trips/Functions - If a request has been made and approved, attendance will be excused. If a request has not been made and approved in advance, the student will not be excused from attendance.
- Internal/External/Personal Competitions - If a student requests to attend external competitions not organized by the school, an official request must be made in advance with official documents from the organizers.
- Missed Assignments
(Classwork/Homework/Quizzes/Project/Exams)
 - **Preschool, Grades 1- 3, EFL A**
The students will be graded on work completed. If the student wishes to catch up on missed work, the teachers will accommodate.
 - **Grade 4 - 12, EFL B - C**
 - The students must complete all assignments assigned during the period of sickness. Students must submit all missed work within 2 weeks upon return.

Please call the office at 02-370 0316 to inform the school about the student's sickness.

Failure to submit an excuse letter within three days upon returning to school will result in absences not being excused.

Registration and Attendance

If students re-register and do not report to school, the attendance office and guidance department will call the parents to inform them of the student's absence. If the parents are unable to be contacted after three days, the list of the students who are absent is to be sent to the registrar.

Anticipated Absence

In the event of an anticipated absence, the following procedure must be followed:

1. A written request from the parent must be submitted to the office at least one week in advance of the anticipated absences such as personal reasons, university appointments, external tests, exams, interviews, immigration requirements, doctor's appointments, etc.
2. The parent/student will obtain an official request form from the PR Office and is then responsible for submitting it to the PR office.

Illness and Injury

If a student becomes ill/injured at school, he/she must obtain a Health Clinic Pass from his/her teacher before going to see the nurse in the health clinic. If necessary, parents will be notified for advice (i.e., should the students be picked up, etc.) If your child has fever or shows other signs of illness, he/she should remain at home. Your child may return to school only after he/she is perfectly well. Following your child's absence, submit a note or a medical certificate to the school so the child is excused for his/her attendance.

Related Policies and Documents

- Discipline Policy
- Grading Policy

Communication

The communication policy is shared with the students and parents at the beginning of the year during the orientation and in the students handbook.

Policy Review Cycle

- This policy will be reviewed once every three years.
- This policy was last reviewed by RDOC in November 2023.