



## ATTENDANCE POLICY

Student attendance is recorded daily and will become part of each student's record.

If a student is sick or needs to be absent for any reason, parents should log in to ManageBac (MYP/DP) or Toddle (PYP) to record the absence. Parents may also phone the main office #+86 0551-6267-6776 or email the main office at [attendance@cishfeifei.com](mailto:attendance@cishfeifei.com). A message to the homeroom teacher is also recommended.

Parents of students who ride the school bus should contact their Bus Nanny by phone to let them know if their child is going to be absent. Parents should be added to bus WeChat groups upon enrolment.

Students will have the opportunity and are responsible for making up work that is missed due to absence for any reason. Students should check with their teacher to determine what has been missed. MYP/DP teachers also post syllabi and work online in most cases.

The school cafeteria is open at 7:45AM each day in the main teaching building. Homerooms will be open by 8:00AM each day. In Early Years, homeroom classes will be open by 7:45AM.

PYP G1-G5 students arriving prior to 8:00AM should report to the cafeteria and remain there until their TA lines them up and brings them to class.

MYP and DP students arriving before 8:00AM should proceed to the cafeteria, their locker areas and homerooms or EAL.

All Students arriving after 8:20AM for any reason will be marked late. MYP/DP students arriving after 8:20AM should proceed to the reception desk to receive a late slip. All lates are marked on the student's permanent record. Parents will be contacted if a child is late more than five times. If a student is continuously late, the school principal will administer an appropriate consequence and contact the parents.

If a student must leave school early (before the end of the school day) for any reason, they may only leave the school grounds with permission from a parent or accompanied by a parent. Parents of PYP students should inform their child's homeroom teacher if they are picking their child up early. MYP/DP students must report to the main office desk to receive a permission form that they are required to show the guard before leaving campus early for any reason.

For PYP students, if a child is to be picked up by someone other than the parent or regular guardian, the parent or guardian should inform the child's homeroom teacher so that they know that it is safe to release the child to a different adult.

School ends at 4:30PM for students on Monday, Tuesday, and Thursday when ASAs are in operation (3:30PM prior to their operation). There is early dismissal for students at 2:30PM on Wednesdays due to staff professional development and collaborative planning.

Students may only remain after school with parental permission and under the supervision of a designated adult. Students may not stay on school premises after school dismissal unless they are participating in a supervised school activity. If parents or other authorized individuals are picking up a student, they are asked to do so before 4:30PM as supervision will not be provided (2:30PM on Wednesdays).

Students with repeated lates or absences will be referred to the school administration.

Students who must be away from school for an extended period of time should inform the school administration in advance. Students who are absent for more than twenty days in one academic year may be asked to repeat the grade level.

### EXAMPLES OF EXCUSED ABSENCES



- Illness (for absences exceeding two days due to illness, the student/parent will be required to provide an official doctor's statement upon returning which indicates the reason why the student missed school).
- Medical/Dental appointments (we highly encourage you to make these appointments outside of school hours).
- Required legal document renewal (Visa, Passport etc.).
- Religious reasons.
- Serious family emergency i.e. funeral.
- Special requests from parents (pre-arranged with Principal).
- Leaving school early during the regular school day with approval of a school official or in an emergency situation.
- Extra-curricular activities, external prep course or tests not associated with CISH that are pre-approved by a principal and do not cause excessive absences (more than 3 days).

#### EXAMPLES OF UNEXCUSED ABSENCES

- Oversleeping/alarm failure.
- Leaving campus without following proper procedure or without approval.
- Shopping/errands/personal grooming.
- Skipping class.
- Family vacations.
- Needed at home/babysitting.
- Car trouble.
- Missing the bus/ride.
- Needing sleep or rest.
- Extra-curricular activities, external prep course or tests not associated with CISH that are not pre-approved and cause excessive absences (more than days).
- Not in proper uniform.
- Suspensions.

**Total absences should not exceed 20 per year as this could place the student at risk for retention.**