



## European School Bergen

2018.03.01

### Secondary Cycle - Procedure for Absences & Lates of Students

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Discussed in the SEC meeting 17.01.2018

At the European School Bergen, our aim is to promote excellent attendance and reduce absences. Students of the European Schools must be present for 90% or more of their scheduled periods (per subject and overall) as stated in Article 30 of the General Rules and Regulations.

Here is the link to the Rules and Regulations of the European Schools:

**English** - <https://www.eursc.eu/BasicTexts/2014-03-D-14-en-5.pdf>

**French** - <https://www.eursc.eu/BasicTexts/2014-03-D-14-fr-5.pdf>

#### Absences

What we expect from parents (and students who are 18+):

- Parents must ensure that their child attends school regularly, and is at school on time.
- Students are always responsible for catching up the work they have missed while absent – excused or unexcused.
- If your child is sick please inform the school by sending an Email to [child.absent@esbergen.org](mailto:child.absent@esbergen.org) each day by 09:00 a.m (unless the number of days ill is specified on the first day of illness). Please provide your child's full name, class, the reason for the absence and other details if necessary.
- Please check SMS to see whether your child was marked present/arrived at school. The school will contact students marked absent at the end of the day by Email or telephone.
- Inform the school in advance about medical appointments.
- For other occasions, such as university visits (S6/S7), sporting competitions / tournaments, family matters, etc., the parents must submit a request in advance to the Deputy Director [fnberdis@eursc.eu](mailto:fnberdis@eursc.eu); preferably one week in advance. Documentation may be required and late requests may be denied.
- Parents should justify their child's absence(s) within 24 hours or there will be an unexcused absence recorded.
- Permission will not normally be granted for the week preceding or the week following school or public holidays.
- Parents can see their child's absences on SMS – link here: <https://sms.eursc.eu/>
- At the end of each term, the school will draw up a list of absences for each student. You will receive an Email informing you if your child's attendance is below 90%.
- An unexcused absence will result in appropriate consequences as outlined in this guide. Educational advisers or management may alter the consequences on a student by student basis in line with the general rules.
- If your child feels unwell during the day then he / she must visit the school nurse, Educational Adviser or the Deputy Director, who can give permission to leave the school and you will be contacted. If your child contacts you directly to request you pick him/her up from school, please remind him/her of the above procedure, which must be followed to excuse an early dismissal.

### **Absence Procedures regarding Physical Education lessons.**

Physical Education lessons are part of the European Schools' curriculum; they are compulsory and contribute to the overall mark for the European Baccalaureate.

If a student cannot participate in the assigned tasks due to injury or illness, the following steps are to be followed:

1. On the day of the gym lesson concerned, an Email is sent to the Physical Education teacher and to [child.absent@esbergen.org](mailto:child.absent@esbergen.org) before 09:00 (or before 08:10 if that is the start of the lesson) explaining the reason he/she cannot take part in the regularly planned lesson. Documentation may be requested if the duration exceeds one lesson or happens too frequently.
2. The student must report to the teachers in the gym at the start of the lesson so that they are aware that the student is not able to take part in the P.E. lesson. The teacher then decides whether the student can assist with the lesson or to go to the study hall or library to complete other work (they must check in with an Educational Adviser, or the Librarian if the EA's are not in, upon arrival). All students must be in school during this period; it is not a free lesson.
3. If a student gets sick during the day and is unable to participate in the P.E. lesson, he/she should visit the school nurse, Educational Advisers or the Deputy Director so that they can be properly excused from the P.E. lesson. Parents cannot excuse students from the P.E. lesson or any other lesson due to illness after they have arrived at school.
4. If a student is not able to take part in the P.E. lessons for a longer period of time, some form of documentation must be provided. Special arrangements will be made between the school and the parents.

**\*Note about S6/7 Extra Sports period 0 & 1 on Fridays:** If your child is too ill or injured to participate in this lesson then please send an Email before 08.10am providing details to both the gym teacher & [child.absent@esbergen.org](mailto:child.absent@esbergen.org) - your child will be excused from period 0 but must come to the study hall to work/check in at the start of period 1 (09.00am).

### **Consequences for unexcused absences:**

- Each unexcused absent period will result in the student checking in with an Educational Adviser and doing school work in the study hall for a full free period.
- If this occurs too frequently, more severe action is taken according to the General Rules of the European Schools.

### **Lates**

It is important that students come to class on time and prepared everyday.

- Student lates can be excused by parents if there was traffic, an emergency or the school bus was late. An Educational Adviser or Deputy Director may overrule a parents' excuse if it is not documented or it occurs too frequently (e.g stuck in traffic, train was late, etc).
- Unless informed of a late arrival in advance or an ESB school bus arrives late, students will not be allowed in their lesson if they arrive 20 minutes after the start of the lesson. This will become an unexcused absence.
- Students must always obtain a late slip from the Study Hall office before entering a class late: excused or unexcused.
- If neither Educational Adviser is at their desk when the student arrives, the student should ask the Librarian for a late slip or wait until an Educational Adviser returns to the study hall.

**Consequences for unexcused lates:**

- Student and parent will be sent a written warning after 3 unexcused lates.
- If a student is late 4 or more times, he/she will need to check in with an Educational Adviser at the study hall 15 minutes before their first lesson the next day. If neither Educational Adviser is present, he/she must check in with the Librarian. If the Librarian is also not in, then he/she should check in with the Deputy Director. A disciplinary action will be recorded on SMS.
- If a student comes late on a day when he/she must check in early, an additional early check in day will be added in addition to making up the missed day (e.g. one early check in day missed on Tuesday would result in an early day check in day Wednesday and additional day on Thursday).
- If a student has a period 0 lesson or comes with the school busses arranged by ESB's parents which prevents them from checking in 15 minutes before their lesson, an alternative plan will be decided upon at the discretion of the Educational Advisers.
- If a student continues to be late (more than 6 times) a formal warning letter will be sent to the parents and more severe action will be taken according to the General Rules of the European Schools.

If you have questions or concerns regarding the procedure, please contact us:

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