


ISR INTERNATIONAL SCHOOL
ON THE RHINE

ISR ATTENDANCE POLICY

ACADEMIC YEAR
2025/2026

ISR Attendance Policy			
Applicable to	Schools and Kindergartens		
Teams / Individuals	ISR Faculty, Parents, and Students		
Publishing Channel	Versions of this policy will be published within the ISR Student-Parent Handbook, ISR Staff Handbook, ISR website and through ISR internal email		
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Bianca McLeod	June 2025	1 x Year	
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Related policies and procedures

This policy statement should be read alongside our organizational policies and procedures, including:

- ISR Mobile & Electronic Device Policy
- ISR Academic Honesty Policy
- ISR Child Safeguarding Policy
- ISR Anti-Bullying Policy
- ISR Code of Conduct
- ISR Acceptable Use Guidelines/Policy

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Introduction

At ISR International School on the Rhine, we believe that regular attendance is crucial for academic success and personal development. Consistent attendance fosters a positive learning environment and enables students to fully engage with their education.

Research is very clear that teacher effectiveness is the strongest school-related determinant of student success,¹ but chronic student absence reduces even the best teacher's ability to provide learning opportunities. Students who attend school regularly have been shown to achieve higher outcomes than students who do not have regular attendance. This relationship between attendance and achievement may appear early in a child's school career. A recent study looking at young children found that absenteeism in kindergarten was associated with negative first-grade outcomes such as greater absenteeism in subsequent years and lower achievement in reading, math, and general knowledge.² Attendance is monitored closely at ISR, and parents may check their children's attendance through Schoology, and via reports.

Aims and Ethos

Our school aims to meet its obligations concerning school attendance by ensuring every pupil has access to a full-time and quality education to which they are entitled. ISR provides a calm, orderly, safe, and supportive environment where all students want to be and are keen and ready to learn. We believe this is the foundation of securing good attendance across the school. Working together to put the right support in place at the right time, all school staff, parents, guardians, carers, students, and partners can work together to remove any barriers affecting attendance. As such, ISR acts early to address any patterns of irregular attendance aiming to create a culture in which the importance of good school attendance is understood, valued, and supported by all.

This policy sets out our school's position on attendance and details the procedures that parents must follow to report their child's absence from school and to ensure their child attends school regularly.

This policy will be applied fairly and consistently, considering the individual needs of our students and their families who may have specific barriers to attendance.

We have considered our obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.

Policy Overview

- All students are expected to attend school each day of the 180 instructional days per school year.
- Academic penalties will not be imposed for excused absences.
- Whenever a student needs to be out of school for more than five days, as far as possible, the student will need to contact teachers to understand what work has been covered during their period of absence and how to catch up with this work.
- Excused absences can include:
 - Personal illness.
 - Medical, dental, or mental health appointment.
 - Serious illness in the student's immediate family.
 - A death of a member of the student's immediate family or of a relative.
 - Notification in advance of Religious holidays which the student need to participate in which happens during term time.
 - Emergency conditions such as fire, flood, or storm where the school is closed or access to the school from home is dangerous.
 - Unique family circumstances warranting absence and coordination with school administration.
 - University visits that cannot be scheduled on non-school days.

There are times when a student needs to miss school - everyone understands that. But attendance is important. To have a quality education experience, your child needs to be in school.

How to report absences

Procedures for Reporting Absence or Lateness

- From Kindergarten to Grade 6, attendance is taken first thing in the morning at 8:20am during Homeroom.
- From Grade 7, attendance is taken multiple times each day. Attendance is taken first thing in the morning at 8:20am during Homeroom and again at the start of each lesson.
- Students arriving after 8:20am to Homeroom will be marked as tardy.
- Students not present at Homeroom by 8:30am will be marked as absent.
- Students arriving at school any time between 8:20 am and 8:45am must first sign-in with the Attendance Office/Supervisors.
- Students arriving at school after 8:45am must sign-in at Reception.
- Students arriving after 8:20am will be given a 'Late Pass' allowing them to join classes. This does not excuse the lateness/tardiness.

Procedure for informing School on Absence or Lateness

- For any unexpected absence, parents should notify the school via the Veracross platform by 08:30 on the same day to inform the school about absence.
- For unexpected lateness, parents should notify the school via the Veracross platform by 9:00am the same day to inform the school about lateness.
- For planned absences/lateness (e.g., trip or appointment) parents should notify the school on the Veracross platform 48 hours prior to the planned absence.
- Absences of three or more consecutive days due to illness require a doctor's note for the absence to be excused. If a student is absent more than three days, parents should contact the relevant Academic Head and collect assignments from Reception or if possible the assessments may be emailed. The student is obliged to complete assignments at home.

A doctor's note will also be required for any missed examination; otherwise, the student will not be permitted to make up the missed exam. This policy applies for all exams including Term, Final and End of Year exams. **Unexcused absences** are recorded, reviewed on individual merits of the excuse and the student may be permitted to sit the exam, scheduled at the school's convenience.

Students who arrive late to the exam hall (excused/unexcused) may not be permitted to enter at that time and may be asked to sit the exam later, scheduled at the school's convenience

If a student is not well enough to participate in outdoor activities or in a Physical Education lesson, the student must bring a note, signed by a doctor or a parent, stating the reason for non-participation. The note should be given to the Homeroom Teacher, alternatively a request can be made on Veracross and a Physical Education Excuse pass will be issued. (Notes signed by parents will be valid for one day only, after that a doctor's note is required.) If a student does not bring a note, the student will participate in the P.E. class.

Excused Absence/Lateness

Any absence from class is detrimental to a student's academic progress. However, there are no negative consequences assigned to an excused absence.

- Personal illness: Students who are sick should not come to school. A doctor's note is required after three days of consecutive absence.
- Contagious Illness: The school nurse should be informed immediately (02131 / 403880- 176 / nurse@isr-school.de). The student must remain at home/ and should not come to school until illness /infection is cleared.
- A family emergency needing immediate attention.
- Medical appointments: If possible, such appointments should be made outside school hours. If an appointment must be made during school hours, prior notification is requested. Appointments should not be scheduled during testing/exam periods.
- An excused absence may also be granted on a case-by-case basis as approved by the School Director. Parents should send their requests in writing at least five (5) days prior to the planned absence. Once approved, the parents must inform the Absence department.
- Absence during a Term Exam or Final Exam may only be excused with a doctor's note. On receipt of a doctor's note, school will schedule a make-up at the school's convenience.

Unexcused Absence/Lateness

A student's absence or lateness will be immediately considered unexcused if no notification is provided by the parents/guardians regarding the absence/lateness. Not all absences or lateness can be excused. The following are examples of unexcused absences:

- Extended vacations
- Skipping School/Truancy - the wilful absence from scheduled classes/activities
- Without the parent/legal guardian's consent and/or school approval
- Unverified Absence - no parental notification
- Leaving school without permission (Refer to ISR Behaviour Policy Document for full details, an extract of the consequences are also provided in the Parent/Student Handbook.)

ISR Attendance Requirements

ISR monitors trends and patterns of absence for all students as a part of our standard procedures. However, we are aware that sudden or gradual changes in a student's attendance may indicate student wellbeing concerns and/or safeguarding issues

We believe it is important that all stakeholders understand the impact of attendance at school. The table below indicates the impact of non-attendance on lessons missed. ISR operates on a school year of 180 days of student attendance.

If attendance over the school year is:	...a pupil will miss this many days:	...and this many lessons:
100%	0	0
95%	9	81
90%	18	162
85%	27	243
80%	36	324
75%	45	405
70%	54	486

When reporting to parents, ISR uses the following scale to rate attendance:

- Excellent
- Satisfactory
- Marginal
- Poor
- Unsatisfactory attendance

An explanation of these terms can be found below.

1. Excellent Attendance:

- Students with excellent attendance are those who attend classes regularly and punctually, with minimal absences.
- Excellent attendance is defined as attendance of 95% or above for the academic year.

2. Satisfactory Attendance:

- Students with satisfactory attendance have attendance rates between 90% and 94% for the academic year.
- While satisfactory, students are encouraged to strive for higher attendance rates to maximize their learning opportunities.

3. Marginal Attendance:

- Students with marginal attendance have attendance rates between 85% and 89% for the academic year.
- Marginal attendance may result in missed learning opportunities and academic challenges.

4. Poor Attendance:

- Students with poor attendance have attendance rates between 80% and 84% for the academic year.
- Poor attendance significantly impacts a student's ability to succeed academically and may necessitate intervention and support.

5. Unsatisfactory Attendance:

- Students with unsatisfactory attendance have attendance rates below 80% for the academic year.

- Unsatisfactory attendance jeopardizes a student's academic progress and requires immediate intervention and support.

Actions taken by ISR at each attendance level

1. Excellent Attendance:

Students with excellent attendance will be recognised and rewarded for their commitment to regular attendance through various means, such as certificates or special acknowledgements.

2. Satisfactory Attendance:

Students with satisfactory attendance will receive encouragement to maintain their attendance levels and may be eligible for certain incentives.

3. Marginal Attendance:

Students with marginal attendance will be closely monitored, and parents/guardians will be notified of the need for improvement.

4. Poor Attendance:

Students with poor attendance will be required to meet with school administrators and counsellors to develop an attendance improvement plan.

Parents/guardians will be actively involved in addressing the underlying causes of poor attendance, and appropriate support services may be provided.

5. Unsatisfactory Attendance:

Students with unsatisfactory attendance may face consequences, including but not limited to:

- Ineligibility for extracurricular activities.
- Mandatory attendance counselling sessions.
- Probationary status.
- Possible retention in the current grade level, subject to the school's discretion and educational policies.

Appeals Process

Students and parents/guardians may appeal attendance-related decisions by following the school's established appeals process. Appeals will be reviewed on a case-by-case basis, considering individual circumstances and documentation provided.

Conclusion

At ISR International School on the Rhine, we recognise the importance of regular attendance in shaping students' academic success and overall development and well-being. By adhering to this attendance policy, we aim to foster a culture of responsibility, accountability, and support, ensuring that all students can thrive academically and personally.

¹ Adelman, C. (2006). *The Toolbox Revisited: Paths to Degree Completion from High School through College*. Washington, DC: U.S. Department of Education.

² Romero, M., and Lee, Y. (2007). *A National Portrait of Chronic Absenteeism in the Early Grades*. New York, NY: The National Center for Children in Poverty.

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ACCREDITATIONS/MEMBERSHIPS:

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IBO- INTERNATIONAL BACCALAUREATE ORGANIZATION

COGNIA (UNIFIED ORGANIZATION OF THE THREE US-BASED
ACCREDITATION AGENCIES NCA CASI, NWAC AND SACS CASI)

ECIS-EDUCATIONAL COLLABORATIVE FOR INTERNATIONAL SCHOOLS

CIS-COUNCIL OF INTERNATIONAL SCHOOLS (MEMBER)

CAMBRIDGE EXAMINATION CENTRE

