



MEF INTERNATIONAL SCHOOL ATTENDANCE PROCEDURE

STATEMENT OF AIM

Punctuality and regular attendance are important for students as part of their learning. It is the responsibility of the school to keep accurate attendance records, and to comply with related legal requirements. It is the responsibility of parents/caregivers to ensure their children attend school.

RATIONALE

- To ensure that all students have an opportunity to learn by attending school regularly.
- To ensure that the right of each student to attend school on a regular basis is monitored in compliance with all related legal requirements.
- To ensure that there are effective channels of communication about school attendance between home and school.

PROCEDURE

Guidelines for Attendance and Tardiness

- Attendance registers are taken by primary teachers at the start of the school day, and at the start of every lesson by secondary teachers. Attendance registers document punctuality and absences. The attendance is collated by the receptionist. The attendance is emailed to the mailing list for the appropriate section of the school.
- Parents should send an email to absent@mefis.k12.tr and the Homeroom Teacher (Primary) if their child is absent for any school day. If a parent fails to inform the school of their child's absence the receptionist will contact the parents for information. If the receptionist cannot make contact, he/she will follow-up with an email and SMS. (See end of document for email and SMS to be sent).
- The parents of students who are absent from school are contacted by email or phone. Communication from the family to the administration is requested to explain the reason for the absence and must be received within 5 workdays, otherwise the absence will be counted as an unexcused absence. All absences must be documented by parents via a signed note indicating the reason for the attendance which can be emailed to the Deputy Principal (secondary) to reception and the homeroom teacher (primary). Parents are requested to provide a medical certificate or other documentation for any absence longer than two days in a row. The Principal or Deputy Principal may apply discretion depending on the circumstances of the absence.
- Daily attendance is accurately documented on the school's student information system and on each student's report card.

Excused and Unexcused Absences

- **Excused absences** are only for illness, injury, death in the immediate family, attendance at a funeral, religious holidays, legal matters, and other emergencies or unusual circumstances as approved by the school's administration.
- **Unexcused absences** include illness without a medical note (for absences longer than 2 days), family reasons, trips during the school semester etc.
- **Long term health issues** - If a student's long term health is of concern this should be reported to the Principal, so that follow up with the family can be undertaken.

Missed Assessments and Makeup Work

- Students will be held responsible for the school work missed. Students should approach the teachers of classes missed and ask for the make-up work that needs to be completed. Students will receive extra time to make up the work due to an excused absence. As a general guideline, students should receive the same number of days to make up for their work that they missed due to an excused absence. Where possible, a student who knows he/she will be absent, should obtain a "Student Absence Form" from the Deputy Principal and approach his/her teacher/s and ask for the work to be completed for the period of time absent. Once completed, they should show it to the Deputy Principal.
- Students who miss internal assessments due to an excused absence will have an opportunity to make up the assessment; the timeline for making up the exam may vary depending upon the reasons for the absence. The teacher should consult the administration. The absence needs to be excused by the administration (Excused absence). Students who miss external exams may not have make-up examinations.

Monitoring and Addressing Attendance Issues

- Deputy Principals will send a note home to parents on the 10th, 15th, 20th, 25th and 30th day of absence reminding parents of the importance of regular attendance and its impact on learning, together with the possible consequences for continued absenteeism.
- The Primary School Deputy Principal will follow up with tardiness at the beginning of the school day on the 10th, 15th, 20th, and 25th instance with an email update to parents.
- The Secondary School Deputy Principal will follow up with tardiness at the beginning of the school day, and during the course of the school day on the 10th, 15th, 20th, and 25th instance within a semester as outlined in the MEF IS Behaviour Procedure, which include a behaviour plan, reflection session, meeting with the Deputy Principal or Principal and parents, and appearance before the "Student Behaviour Evaluation Committee" or "Discipline Committee".
- Deputy Principals will meet with parents of students who have ongoing problems with tardiness or attendance. If the problems are not resolved, the student may appear before the "Student Behaviour Evaluation Committee" or the "Discipline Committee" in the Secondary.

Early Dismissal Procedures

- Students who come to school are expected to stay at school unless they have an illness or an urgent appointment. Only the school medical unit (doctor or nurse) will indicate if a student needs to go home due to an illness or injury after they have arrived at school.
- If a parent/guardian collects their children during regular school hours or gives permission for their child to leave the campus, they must send an email to absent@mefis.k12.tr, including the reason and time for

early dismissal. Phone calls are not accepted. Students need to collect a signed note from the school receptionist giving them permission to leave the school grounds to show at the security gate. Signed notes which do not state reasons or are inappropriate will not be approved by the school's administration and students with such notes will be unable to receive permission to exit the premises.

Late Arrival Procedures

- If a student arrives late in the morning after registration, the student must get a late pass from the receptionist. If during registration time, the student is to take this to their homeroom teacher who will update their attendance accordingly. After registration time, the receptionist is to update the students' attendance in Toddle / Managebac and send the child to class with a late pass.
- Secondary School students who are chronically late or absent may be given consequences according to the scheme outlined in the "MEF IS Behaviour Procedures".
- Students who arrive late to school due to the service bus will not be marked tardy. They will be marked present.

Study Leave for Senior Students

- Students in grade 12 and IB2 are *eligible* for study leave starting mid-April depending on their attendance, academic performance, and teacher recommendations. The Deputy Principal will review this information and determine whether the student will take Study Leave or not. A sample letter is in the appendix. Once students have had this signed, they may study either at home or school in the period running up to the external IB exams.
- Students in grade 12 and IB2 who are on study leave are marked 'present' with 'study leave' written in the comment space on Managebac. (Students taking the bus must notify the bus driver of when they will be taking the bus.)

Tardy	Absence
10 - meeting with counsellor, email to parents	10 - meeting with counsellor, email to parents
15 - meeting with DP, email to parents	15 - meeting with DP, email to parents
20 - meeting with parents and DP, support plan	20 - meeting with parents and DP, support plan
25 - final email warning	25 - final email warning

GUIDELINES FOR ATTENDANCE AND TARDINESS

- Lateness Classification:
 - Arrival after the school day has started but before the end of the first period is recorded as "late."
 - Arrival during periods 2 to 4 constitutes a half-day absence.
 - Arrival from the 5th period onwards will be recorded as a full-day absence.
- Early Departure:

- Departing school up to and including the 4th period results in a half-day absence.
- Leaving after the 4th period is considered a full-day absence.
- Educational Activities and Absences: Absences due to participation in school-sanctioned educational activities overseas are excused and do not contribute to the student's total absence count.
- Absence Limits:
 - Unexcused Absence Limit: Students are permitted up to 10 unexcused absences annually.
 - Excused Absence Threshold: Students are allowed up to 20 excused absences each year.
- Excessive Absence Consequences:
 - Exceeding 30 days of absences triggers a written notification to parents, potential non-renewal of enrollment for the subsequent year, and possible disqualification from sitting for external examinations.
 - Students surpassing 30 days of absence in an academic year may be required to repeat their current grade level. High school students in this category must repeat the year.
- Considerations for Severe Medical Conditions: Cases of severe medical conditions will be reviewed on an individual basis, with the understanding that exceeding 60 days of absence due to medical reasons still necessitates repeating the academic year.

Attendance Codes

- **AU - Absent Unexcused:** Students who are not in school and have not provided an email or documentation from their family aligned with the above definitions.
- **AE - Absent Excused:** Students who are not in school and have provided appropriate documentation to the school.
- **TU - Tardy Unexcused:** Students who are late for class without a valid excuse.
- **TE - Tardy Excused:** Students who are late for class with a valid excuse.

Guidelines for Entering Codes into School Information Systems

1. Daily Attendance List Distribution and Update Protocol: The receptionist will distribute the attendance list to teachers by 9:30 am each school day. Teachers are required to review and update student attendance statuses as the day progresses.
2. Late Arrival Registration: Should a student arrive late, post-homeroom, the receptionist is tasked with recording the late arrival in the school information system.
3. Early Departure Procedure: In instances of early departure, the Deputy Principal will communicate the specific code to be used to both the receptionist and the involved teachers via email. The receptionist will then make the necessary updates in the system.
4. Documentation of Excuse Notes: All excuse notes must be submitted to the Deputy Principal, who will then pass them on to the receptionist. The receptionist is responsible for filing these notes for potential future reference and updating the system to reflect the excused status, as appropriate.
5. Attendance Codes for Off-Campus Activities: For students participating in off-campus events such as field trips, rehearsals, or sports tournaments, teachers are to mark these students as 'Present' (P) and note the specific event in the comment section. The receptionist will ensure these students are included in the daily attendance list, which will be reconciled with the school calendar to maintain current records.

Document History		
Date	Details	Responsible
August 2015	Policy created	Head of School
May 2022	Policy updated	Principals
Dec 2023	Policy updated	Attendance Policy Review Team
Jan 2026	Policy updated	Principals & HoS