



School Attendance Policy
English Section – Secondary

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GESM School Attendance Policy

Purpose

The purpose of this Attendance Policy is to promote a culture of punctuality and responsibility among students, ensuring that they attend school regularly and understand the importance of their education. This policy adheres to the mandatory requirement of 182 school days as stipulated by the Zentralstelle für das Auslandsschulwesen, (ZfA), as well as the number of days mandated by our affiliates, including Cambridge International Education, Pearson, and the International Baccalaureate Organization. These affiliations also emphasize the importance of consistent attendance for academic success and program integrity.

Scope

This policy applies to all students enrolled in GESM and outlines the expectations regarding attendance, procedures for reporting absences, and consequences for excessive absenteeism.

Attendance Expectations

1. **Mandatory Attendance:** Students are required to attend a minimum of 182 school days each academic year, as mandated by the Department of Education and German authorities, as well as by our affiliates, Cambridge International Education, Pearson (200 hours) and the International Baccalaureate Organization (150 hours for Standard Level and 240 hours for Higher Level).
2. **Regular Attendance:** Students are expected to attend school every day unless there is a valid reason for absence.
3. **Punctuality:**
 - Students must arrive at school by **7:30 AM**.
 - Punctuality is also expected in each subsequent class throughout the day. Late arrivals disrupt the learning environment and will be addressed accordingly.
4. **Participation:** Students are encouraged to participate in all classes and school activities to enhance their educational experience. This includes field trips, class trips, retreats, and other on-campus and off-campus events.

Special Leave Requests

1. **Advance Submission:** Any request for special leave must be submitted at least one week in advance of the intended absence.
2. **Approval Process:** Special leave requests must be approved by the Head of Section or Head of School.
3. **Exceptionality:** Special leave should always be considered an exception and will only be granted under specific circumstances that warrant the absence.

Reporting Absences/Tardiness

1. **Notification:** Parents/guardians must notify the school of a student's absence by marking them on Untis before 7:30 or by emailing the school office (secretariat@gesm.org) by 7:30 AM on the day of the absence. Unnotified absences will be reported to parents by 8:00 am.
2. **Late pass:** Students who are late must secure a late pass from the reception before joining their first class.
3. **Documentation:** A written note or medical documentation must be provided upon the student's return to school for any absences exceeding three days or for medical reasons.
4. **Excused Absences:** The following reasons are considered excused absences:
 - Illness or injury
 - Medical appointments
 - Family emergencies
 - Religious observances
 - Other circumstances approved by school administration

Leaving School Early

The school day ends at 14:00 (M, W, F) or 15:35 (T, TH). A full attendance of the day is expected.

1. **Emergency Situations:** Leaving school early must be for emergencies only.
2. **Notification:** Parents must notify the school of the need for their child to leave early.
3. **Approval Process:** The Head of Section or the Homeroom Teacher must approve the request for early departure.
4. **Leaving Campus Early Form:** Upon approval, a "Leaving Campus Early" form will be issued by the Head of Section or the Homeroom Teacher, which must be completed and submitted before the student is allowed to leave.

Clubs

1. **Scope:** This policy applies to club membership without exception.

Communication of Topics Covered During Absences

It is the responsibility of the student to catch up on missed work due to absences.

1. **Emergency Absences:** The school does not provide hybrid classes for students who are absent. However, topics covered during emergency absences will be communicated by teachers via MS Teams.
2. **Non-Emergency Absences:** The option above does not apply to absences due to extra vacations or planned events that are not classified as emergencies or illnesses.

Missed Assessment

1. **Missed Class Tests:** Students who miss class tests for valid reasons will have the opportunity to reschedule the test when possible.
2. **Missed Examinations:** Missed examinations may be rescheduled if approved by the Assessment Review Committee. In most cases a doctor's note is needed. For further details, please refer to the Assessment Policy.

Missed external examination such as IGCSE or IBDP/CP will always be considered a no-show and result in a 0 grade.

Consequences of Unexcused Absences/ tardiness

1. **Unexcused Absences/tardiness:** An absence will be considered unexcused if the school is not notified or if the reason does not fall under the excused categories.
2. **Notification:** Parents will be contacted for any unexcused absences/tardiness.
3. **Intervention:** When deemed necessary the school will implement an intervention plan, which may include meetings with parents, counseling, and support services.
4. **Disciplinary Action:** Continued unexcused absences/tardiness may result in disciplinary action, including but not limited to:
 - o Loss of privileges
 - o Removal from IGCSE or IBDP/CP programs
 - o Special contract
 - o Referral to the appropriate authorities

Attendance Monitoring

1. **Record Keeping:** The school will maintain accurate attendance records for all students, ensuring that each student meets the mandatory requirement of 182 school days.
2. **Review:** Attendance records will be reviewed regularly to identify patterns of absenteeism and ensure compliance with the 182-day requirement.
3. **Reporting:** Parents will receive periodic reports regarding their child's attendance status, including any concerns about meeting the mandatory attendance days.

Conclusion

Regular attendance is crucial for student success. GESM is committed to supporting students and families in achieving excellent attendance in accordance with the mandatory 182 school days as required by the Department of Education and German authorities, as well as the requirements set forth by our affiliates, Cambridge International Education, Pearson, and the International Baccalaureate Organization. We encourage open communication between parents, students, and school staff to foster a positive and productive educational environment.

Acknowledgment

By enrolling at GESM parents and students agree to adhere to this Attendance Policy.

For any questions or concerns regarding this policy, please contact the school administration at secretariat@gesm.org