

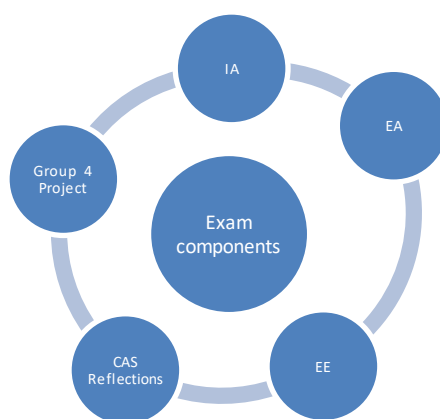
HASSERIS GYMNASIUM & SCHOOL
IB WORLD SCHOOL
THE WORLD UNFOLDS

ATTENDANCE POLICY

Hasseris Gymnasium & IB World School

Attendance Policy

1. Attendance at all classes, mock exams, exams and other activities sanctioned by the school is obligatory.
2. The handing in of written assignments on time is an integrated part of the attendance system.
 - i. The student will receive “written absence” in *Lectio* if an assignment is not handed in duly.
 - ii. Written absence will also be given for the following exam components
 - Internal Assessments (IAs)
 - External Assessments (EAs)
 - Extended Essay (EE)
 - CAS reflections
 - Group 4 Project
 - iii. The school retains its right to dismiss the student temporarily from school with full absence until the exam components are handed in.



3. All written and physical absences are registered in *Lectio* by the subject teachers.

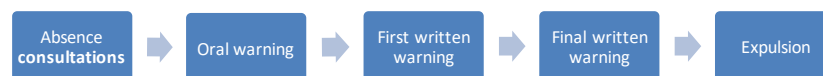
- i. It is the responsibility of students and parents to check absence statistics on a regular basis.

Forside Hovedmenu Tidsregistrering Stamdata Log ud Kontakt Hjælp																	
Eleven						Samlet fravær											
Skema		Studieplan		Fravær		Opgaver		Lektier		Karakterer		Bøger		Dokumenter		Redige	
Oversigt		Fraværsårsager		Eastholdelsesligning													
Periode: 5/4-2016		Påkrævet		Vis													
Hold	Almindeligt fravær						Skriftligt fravær										
	Periode	Procent	Moduler	Opgjort	Procent	Moduler	Periode	Procent	Elevtid	Opgjort	Procent	Elevtid	For året				
IB1 daJSL	3,39%	2/59	3,39%	2/59	3,39%	2/59	0,00%	0/20	0,00%	0/20	0,00%	0/20	0,00%	0/20			
IB1 ecSL	0,00%	0/58	0,00%	0/58	0,00%	0/58	14,29%	1/7	14,29%	1/7	14,29%	1/7	14,29%	1/7			
IB1 enJSL	3,08%	2/65	3,08%	2/65	3,08%	2/65	15,63%	5/32	15,63%	5/32	15,63%	5/32	15,63%	5/32			
IB1 fyHL	2,70%	2/74	2,70%	2/74	2,67%	2/75	33,33%	6/18	33,33%	6/18	33,33%	6/18	33,33%	6/18			
IB1 keHL	0,00%	0/75	0,00%	0/75	0,00%	0/75	46,15%	6/13	46,15%	6/13	46,15%	6/13	46,15%	6/13			
IB1 maHL	0,00%	0/80	0,00%	0/80	0,00%	0/80	0,00%	0/13	0,00%	0/13	0,00%	0/13	0,00%	0/13			
IB1 TOK1	0,00%	0/50	0,00%	0/50	0,00%	0/51											
Samlet	1,30%	6/461	1,30%	6/461	1,30%	6/463	17,48%	18/103	17,48%	18/103	17,48%	18/103	17,48%	18/103			

- ii. Students are always strongly advised to state the reason for any absence in *Lectio* under “Fraværsårsag”.
- iii. If a student falls ill for more than a couple of days, it is advisable to inform the IB Coordinator Team.
- iv. In case of prolonged illness, the school may ask for a doctor’s note as documentation, at the student’s own expense.
- v. If a student is prevented from participating in an exam component or mock exam due to illness, a re-exam is only granted if the student has a doctor's note and has contacted the school *prior* to the exam. Should the student fail to inform the school of this absence, a written warning will be issued and promotion to next school year may be jeopardized.
- vi. Students and parents are encouraged to have an open dialogue with the IB coordinator team about any private issue which may affect attendance.

4. Daily attendance issues (written & physical attendance) are monitored regularly by the IB Coordinator Team. This means that individual attendance is monitored closely over shorter periods of three to five weeks. These shorter periods serve as background for assessing any development in the attendance of the individual student.

- i. If a student's absence rate is regarded problematic during one period of three to five weeks, the student will be asked to participate in a to discuss the reasons behind the absence problem.
- ii. If the absence rate does not decrease within a month after the first meeting, the student will be called back for an oral warning.
- iii. If the second meeting is without effect, the student can receive up to two written warnings before being permanently expelled from the school.
- iv. Written warnings may contain individual conditions for alternative hand-in dates for overdue written assignments.



- v. A high absence rate may also entail that the student is no longer entitled to receive SU. This grant is only given to students who are active in their educational programmes, sit exams and meet deadlines for written exam components.
- vi. Obligatory Assignment Workshops may be allocated to support students with overdue written assignments.

Further Information