



BISC IB: ATTENDANCE REGULATIONS

Students are expected to attend lessons regularly and complete required assignments punctually.

Students are reminded that it is their responsibility after absence to find out what work they have missed and arrange to make it up in an appropriate way, agreed with the teacher concerned.

If in any semester, in any given subject, a student's attendance falls below **80%** and /or less than **80%** of coursework is completed in that subject then this could result in one or more of the following actions:

- An incomplete/reduced achievement grade for the semester.
- Compulsory completion of incomplete coursework.
- Temporary or permanent withdrawal from the IB Diploma Program,
- No registration in IB examinations in one or more subjects,
- A requirement to repeat an academic year.

Special consideration will be given in cases of long-term or major illness, including informing the IBO if appropriate.

The parents or guardian must without delay inform the IB Coordinator in writing, of any hindrance to attendance giving at the same time an explanation. If an illness or convalescence lasts more than a week a doctor's certificate may be demanded.

On application by the parents or guardian the IB Coordinator in conjunction with the Head of School may grant permission for the student to miss school for a sufficiently important reason.

If a student is absent for more than a week without adequate explanation and if, after a written request for an explanation has been sent to his/her parents or guardian, an explanation is not received within a further week, then the student is considered to have been withdrawn from the school. The student may be re-admitted only if the absence is later justified and if there was an acceptable reason for not informing the school.

Students who feel ill at school must report to the School Doctor or School Secretary or Head of Secondary School or Head of School. They may not go home before the any of the person mentioned above has contacted parents.