

# MZS ATTENDANCE POLICY

SUPPORTING  
LEARNING AND  
STUDENT WELFARE

MT. ZAAGKAM SCHOOL

Yayasan Pendidikan  
Tembagapura



# MZS ATTENDANCE POLICY

## Learning

Learning at MZS is very interactive and inquiry based, requiring the active participation of students with peers and the teacher. Learning is adversely affected when a student is absent— not only for that student, but for the dynamics of the entire class both during their absence as well as upon their return, when time is taken to reintegrate the student into the learning context of the class.

*Permission not to attend school may be granted by the Head of Campus for a valid reason, such as illness. If permission is not given, or the student becomes 'persistently absent', then the family is in breach of Indonesian School attendance Guidelines, MZS and Company expectations.*

## Safeguarding and Well-Being

Safeguarding the interests of each child is everyone's responsibility, and within the context of MZS, promoting the welfare and life opportunities for every student encompasses: Attendance, Well-being, Health and Safety, Access to the Curriculum and Child Protection and Anti-bullying.

Failing to attend school on a regular basis will be considered as a safeguarding matter.

International expectations, universally applied across nations, indicates that 'the parent of every child of compulsory school age shall cause him / her to receive efficient full-time education suitable to age, ability and aptitude, and to any special educational needs he/ she may have, either by regular attendance at school or otherwise'

## Promoting Regular Attendance

Helping to create a pattern of regular attendance is everybody's responsibility— parents, students and all members of school faculty. To help us all to focus on this we will alert parents and the relevant HR Department on how their student is performing in school related to their attendance.

## Understanding Types of Absence

Every absence from school has to be classified by the school as either EXCUSED or UNEXCUSED.

This is why information about the cause of any absence is always required, preferably in writing. **Excused absences** are times away from school for a good reason; illness, medical/dental appointments which unavoidably fall in school time, visa issues, religious observances, emergencies or other unavoidable causes.

**Unexcused absences** are those which the school does not consider reasonable and for which no "leave" has been given by the Head of Campus.

While rostered vacations for company employees and contractors may not align with school vacations, and international travel is complex, parents have a duty of care to preserve school attendance.

Any problems with regular attendance or reluctance to attend school are best resolved between the school, the parents and the child, and on occasion the relevant HR Department.

## Absenteeism

A student is deemed a 'persistent absentee' when they miss 10% [18 out of 180 school days] or more schooling across the school year for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects and we need parent's fullest support and co-operation to resolve the matter. The parent of any student who is at risk of 'persistent absenteeism' will be informed immediately so that the situation can be rectified.

## Absence Procedures

If a student is absent their parent must: ·

- Contact the school secretary as soon as possible on the first day of absence and/or email the classroom teacher with the reason for the absence ·
- Send a doctor's note for any illnesses exceeding three consecutive days
- If a student is absent we will: ·
- Telephone, email or text on the first day of absence if we have not been notified of an absence ·
- Invite the parent[s] to discuss the situation with the Head of Campus if absences persist

## Time off in Term

Taking holidays during calendared program will affect a student's schooling as much as any other absence.

All applications for leave must be made in advance. In making a decision, the school will consider the circumstances of each application individually, including the nature of the event, frequency of requests, advance notice, and any previous pattern of leave in term time.

Leave during calendared academic year will not be authorised:

- When a pupil is just starting school. This is very important as the student needs to settle into their new environment as quickly as possible. ·
- Immediately before and during assessment periods. ·
- When a student's attendance record already includes any level of unauthorised absence. ·
- Where a student's attendance rate is already below (90%) or will fall to or below that level as a result of taking time off.
- Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as **unexcused** leave.
- When attendance is approaching 90% parents and the relevant HR Department will be contacted to ensure support for the integrity of school learning

MZS has a duty to promote attendance. Equally, parents have a duty to make sure that their children attend school. All faculty are committed to working with parents and students to ensure as high a level of attendance as possible and ensure that every child's welfare and life opportunities are promoted.

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