



THE INTERNATIONAL SCHOOL OF GENOA
SINCE 1966

Attendance and Lateness policy

Policy last reviewed and updated May 2025.

Policy update scheduled for May 2028.

Policy Sharing

The school's assessment policy is shared and discussed with all faculty during staff orientation week and referred to regularly throughout the school year. The policy is shared with families on entrance to the school, after updates, and is accessible via the school's website at any time.



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ATTENDANCE AND LATENESS POLICY FOR PRE-KINDERGARTEN TO GRADE 12

Ensuring adherence to our school's lateness and attendance policy is a high priority at ISG. This policy is designed to instil accountability and emphasise the importance of punctuality and consistent attendance for our students. Research demonstrates a positive correlation between consistent attendance and academic achievement. By upholding these guidelines, we cultivate a culture of responsibility and respect within our learning community. This culture builds a strong foundation of self management skills fostering success in life beyond school, and in navigating future challenges and expectations.

ATTENDANCE POLICY

Our goal is to have every student arrive on time and attend a full day of school. School hours are 8:15 am - 3:40 pm in the Primary School, and 8:15 am - 3:40 pm in the Secondary School. Students should not arrive on campus before 8:00 am and should not remain on campus after 4:00 pm unless they have permission to do so, or they are involved in after school activities. Individual after school activities will be communicated by the After School Activities coordinator.

Attendance – Compulsory Attendance

All students shall attend school every day unless they have a legitimate reason for being absent.

Reporting Absence Procedures

The student's parent/guardian is expected to notify the school, providing the reason for the absence on, or before, the day of the absence.

When your child will be absent from school, you are asked to notify the school in the following ways:

1. Directly to the Homeroom Teacher in the Primary School, or
2. Through ManageBac in the Secondary School

If your child has not arrived at school, or the school has not been notified of the absence of your child by 9:00 am, a phone call or email will be sent to parent/guardian.

Families with more than one child are expected to report on each child individually.



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Definition of Notified Absences

Students are expected to attend ALL assigned classes each day unless informed by the parent/guardian, and for valid reasons including those listed below.

1. **Participation in a school-approved activity:** This absence must be authorized by a staff member and prior notification must be provided to parent/guardian for approval.
2. **Illness, health conditions, health care appointments, family emergency, or religious/cultural purpose:** We encourage the parents/guardians to schedule appointments during non-school hours whenever possible. School officials may require a health professional's written note when a student has more than 3 consecutive absences. Families are encouraged to acquire a health professional's written note whenever possible and submit a copy to the ISG Secretary
3. **Parental/Family Pre-Arranged Absence:** Parents/Guardians are to request permission from the Primary or Secondary Principal if there is a pre-arranged absence from school.

For repeated patterns of notified absence, which have not been pre-approved by the school, the school may contact parents/guardians to determine the reason for the absence.

The Principal may, upon request by a parent, grant permission for a student's absence for parent-approved activities providing such absence does not adversely affect the student's educational progress as determined by the principal. In addition, a student, upon the request of a parent, may be excused for a portion of a school day.

Definition of Unexcused Absences

Unexcused absences are defined as non attendance of the child and failure on the part of the parent/guardian to notify the school in a timely manner.

Chronic Absenteeism

Chronic absenteeism is defined as missing more than 10 days per Semester, or 20 in the school year due to absences. The focus is on the academic consequences due to the loss of instructional time and preventing absences before students fall behind. Chronic absenteeism may lead to a student having to repeat the grade level. Local authorities will also be informed.

Truancy

Students are truant when they are absent from school or class without the knowledge or permission of the school and parents/guardians. Students who are truant are subject to disciplinary action, including in-school suspension. Local authorities will also be informed.

LATENESS POLICY



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Late to School: Students are late to school if they arrive after the start of the school day. If a student is late to school, he/she MUST report to the ISG reception to obtain a permission slip to enter class.

Lateness will only be excused for legitimate reasons such as appointments, emergencies, or illness. Sleeping in, missing the bus, getting assignments done for a class etc, do NOT constitute an excuse for lateness. Students who are late to school should notify the school through:

1. **Primary School:** an email to the homeroom teacher.
2. **Secondary School:** a message sent through ManageBac.

Students who arrive 15 minutes or later without prior parent contact, may be subject to disciplinary action and will be refused entry to the first period. Arrival after this 15 minute time period is considered an unexcused absence.

Lateness to Class:

Students are late to class if they are not seated and ready to start work at the stated time of the start of the lesson. Excused lateness requires a note or email from the previous class teacher or staff member responsible. Each teacher will record lateness on ManageBac and students will be subject to disciplinary action for repeated lateness.

The following are possible disciplinary consequences for being late to the start of lessons within a semester:

First and second lateness: Verbal warning by teacher

Third lateness: Principal and Advisor to be informed and parents/guardians contacted by teacher. A behaviour note should be written in ManageBac.

Four or more lates: Principal to schedule a parent/guardian conference and more stringent discipline identified.

ISG will periodically impose a lockout to discourage students from being late to class. During a lockout, staff members will close their doors and those who are late will be refused permission to enter the class. Students locked out of their classroom will report to the Principal.