

School Absence, Class Attendance and Lateness Policy

Good attendance is vital to academic achievement and enables students to attain the number of classroom hours required by the IBO. The IB Division therefore adopts the following policy in addition to what is required by DBS.

A. Absence from school

For the general DBS policy on absences, please refer to the School Calendar.

In addition—

1. Anticipated or planned absences from school must be approved by the IB Coordinator and subject teachers at least two school days ahead of the first day of absence using the Request for Absence Form. Parents should also sign the form and provide appropriate evidence of the need for the planned absence. For example, if a student must miss school to attend an external event, a copy of the certificate of registration or admission ticket to the event should accompany the request. If the anticipated or planned absence is over one week long, notice must be given at least two weeks in advance to allow for the student to plan with his teachers how to make up for his lost days.
2. Absences from school due to school-related activities must also be approved by the IB Coordinator at least two school days ahead of the first day of absence using the Request for Absence Form. Students should personally provide appropriate evidence including a signature by the Teacher-in-charge of the activity on the form. Mass-emails from the teacher-in-charge requesting for students' absence is NOT permission to be absent. Each subject teacher and the IB Coordinator must also be consulted.
3. Students will not be excused from school on assessments days. In order to conform to IB practice, students will not receive any credit for missed assessments (quizzes, tests, exams, presentations, lab reports, orals, etc.). No make-up assessment will be allowed.
4. The IBO allows a formal written appeal in the case of missed assessments, and we will do the same. Students who wish to appeal against the inclusion of a zero in his average, he must make the appeal in writing to his teacher and the IB Coordinator within two school days of the missed assessment, and he must provide supporting evidence (doctor's letters etc...). The subject teacher and the IB Coordinator will then decide whether or not to include the zero. A make-up assessment may be possible in some special cases.

Please note that typically, make-up assessments are only granted by the IBO in very special situations and in the case of a missed exams, even when permitted in response to a "D2 appeal", are usually given the following November. Admission to university can be delayed or withdrawn as a result of missing an exam.

B. Absence from classes

1. Because the IB diploma requires attendance for a minimum number of hours, class attendance will be recorded and *absences from classes* for each subject will be a part of a student's report.
2. Because the hours of attendance required by IB do not include excused absences, a student missing class is reported as absent *regardless of reason*.
3. A class is reported as missed regardless of how much or how little of the period is missed.
4. Students who miss more than 10% of classes per term will be considered as showing a "pattern of missing classes."
5. A student with a "pattern of missing classes" will receive an academic warning letter. If the pattern persists, the student may not meet the mandatory requirements to qualify for an IB Diploma (please also see *Promotion Policy*).
6. In order to help students heavily involved in extra-curricular activities, students may arrange *beforehand* to make up missed classes *if the nature of the work missed allows a make-up*. The decision to allow for this lies with the subject teacher along with a final approval from the IB Coordinator. The student must fill in a Request for Absence form and have it signed by the subject teacher and IB Coordinator. The student is responsible for holding on to the form, carrying out any make up work that is assigned, and then having it checked for completion and signed by the subject teacher on the first day after returning to school (unless specified by teachers) before an absent record amendment will be considered. The school will not make any amendments if the student loses his form.
7. In many cases the prior arrangement of make-up work is not possible, e.g., lab assessments or interactive oral activities requiring special set-up or class participation. Students considering absence from class should also consider their recorded absences and any consequences that will ensue.

C. Lateness

For the general DBS policy on lateness, please refer to the School Calendar.

In addition—

1. A late student must go straight to the General Office to record the lateness with your student card. If assembly is still running, the student must then go straight to the Hall (with school bag). The late slip must then be handed in to the IB office the same day.

Failure to do so will result in the lateness being counted as an absence for all periods until the first subsequent registration where he is recorded as present.

Please note that students who do not report absences and lateness as outlined in the School Calendar will be considered playing truant.

Request for Absence

Student I.D. Number : _____ Class: _____

I, _____ (*English name as printed on HKID*), am writing to request absence. I have consulted all parties, including my subject teachers, the IB Coordinator and also my parents. I am fully aware that this may affect my attendance record and that I am responsible for making up any work caused by this absence.

Date: From _____ **to** _____

Time: From _____ **to** _____

Reasons for absence (Personal - *please provide evidence* School Activity)

Subject	Teacher Approval	Make up work and deadline	Teacher Checked

Signature of Student, date

Signature of Teacher/Parent, date

(Office Use Only)

Accepted Rejected

Signature of IB Coordinator, date



Please return this slip to IB Admin Office (Request for Absence)

Student Name: _____ Class: _____

Date: From _____ to _____

Time: From _____ to _____

Reasons for absence (Personal - *please provide evidence* School Activity)

Signature of IB Coordinator