Student Attendance Policy

1. Purpose of the Policy

Cedars International School of Angola (CISA) recognizes that regular school attendance is essential to academic success, student well-being, and the integrity of the educational process. This policy establishes clear expectations, procedures, and consequences related to student attendance, aligned with international school standards (IB, American curriculum, Cognia/WASC best practices) and applicable Angolan regulations.

2. Scope

This policy applies to:

- All students from Early Years to Grade 12
- Parents and legal guardians
- Teaching, administrative, and student affairs staff

3. Definition of Attendance Terms

3.1 School Day

A school day is any officially scheduled instructional day as per the CISA academic calendar.

3.2 Present

A student is considered present when attending 100% of the lesson time.

3.3 Absence

A student is considered absent when not attending scheduled classes for a full school day.

3.4 Late Arrival / Early Departure

School academic day started at 8:00 am every day, starting with a circle time, at 8:10 am principlae school gates will be cloised and students will not be able to eneter the school campuss, repeated demands for permissionsof late arrivals or early departures, may be accumulated and treated as UN ACCEPTED student for the next academic year.4. Types of Absence

4.1 Justified (Excused) Absence

Absences may be considered justified when supported by official documentation, including but not limited to:

- Medical certificate or hospital report

- Official family emergency (documented)
- Embassy, visa, or legal appointments
- School-approved academic, cultural, or sporting activities
- Repeated justified absences exceed 15 days/ school year, 5 days/ trimester, 2 days / month will lead to be presented in the student transcript, declarations, and will affect the recommendation letters.

Justified absences **must be communicated in writing** via the official CISA family email and supported by documentation.

4.2 Unjustified (Unexcused) Absence

Absences are considered unjustified when:

- No official documentation is provided
- Travel or holidays are taken during school days without prior approval
- Communication is informal or sent through non-official channels
- Documentation is submitted late or incomplete

Unjustified absences are fully counted toward attendance limits.

5. Attendance Limits (International School Standard)

5.1 Academic Year Limit

- Students may not exceed 5% of total academic school days per academic year without justification. Not more 3 days per trimester.

Example:

- 170 academic days per year
- Maximum unexcused absence allowed: **9 days/year, 3 days/trimester, 1 day/month**

Exceeding this limit places the student at **academic risk**, school have the right to take the appropriate decisions to protect the academic commitment and to secure the process.

5.2 Trimester Monitoring

CISA operates on a trimester system and applies early intervention:

- Recommended maximum unexcused absence per trimester: **3 days**
- Formal warning issued after **3 days** of unexcused absence

6. Recording & Reporting Attendance

- Attendance is recorded daily by teachers
- Reviewed weekly by the Student Affairs Office (SAO)
- Monitored per trimester by the Pedagogical Team
- Audited annually for promotion and certification decisions

Attendance records form part of:

- Internal student files
- Academic reports
- Official transcripts (especially Grades 9–12

7. Academic Consequences of Excessive Absence

If a student exceeds attendance limits without acceptable justification, one or more of the following may apply:

- Written academic warning to parents
- Mandatory meeting with Student Affairs / Pedagogical Team
- Academic probation
- Loss of eligibility for assessments or exams
- Risk of **non-promotion** to the next grade
- Notation on academic transcript (Grades 9–12)

Academic performance alone does not override attendance requirements.

8. Special Provisions for Upper Grades (Grades 9–12)

Due to graduation and external examination requirements (IB, SAT, AP, etc.):

- Attendance is **strictly monitored**
- Students exceeding 5% unexcused absence may:
    - Be declared academically at risk
    - Lose eligibility for school-based or external assessments
    - Face graduation delays

9. Responsibilities

9.1 Parents / Guardians

- Ensure daily student attendance
- Communicate absences **in advance whenever possible**
- Use only **official CISA family email accounts**
- Provide valid documentation within required timelines

9.2 Students

- Attend all scheduled classes punctually
- Catch up on missed work
- Respect attendance and academic integrity rules

9.3 School Administration

- Maintain accurate attendance records
- Apply the policy consistently and fairly
- Communicate concerns promptly to families
- Ensure alignment with accreditation and legal standards

10. Exceptional Circumstances

In exceptional or prolonged cases (medical, legal, or humanitarian), the Head of School may authorize:

- Temporary attendance accommodations
- Individual academic support plans
- Alternative assessment arrangements

Such decisions must be **formally documented**.

11. Policy Review & Enforcement

- This policy is reviewed annually
- Amendments may be made in accordance with:
    - Accreditation requirements
    - Angolan educational regulations
    - Institutional improvement needs

Non-compliance with this policy may result in administrative or academic action.

12. Official Statement

"Regular attendance is a fundamental condition of enrollment at Cedars International School of Angola. By enrolling their child at CISA, families commit to respecting this Attendance Policy in full."

Approved by: Head of School – CISA

Effective Date: _____

Next Review Date: _____