



CHRISTIAN ALLIANCE  
INTERNATIONAL SCHOOL  
宣道國際學校

## Attendance Policy

Governance Policy		Date Approved	April 2021
Management Policy	√	Date Next Review	October 2024

### Rationale

There is a strong correlation between school attendance and academic success. CAIS believes that parents, students, and school staff have a shared responsibility to ensure that students attend school in accordance with this policy and legislative requirements.

### Guidelines

1. Students shall attend school regularly and punctually when the school is open for instruction.
2. Students shall attend additional learning opportunities as directed by staff such as, but not limited to, after-school catch-up sessions and detentions.
3. Students are not permitted to leave school grounds during the school day, with the exception of those with an approved valid reason, or Grade 12 students during lunchtime.
4. A student is only excused from attending school on a day on which the school is open if:
  - 4.1. The student is unable to attend by reason of sickness or other unavoidable cause; or
  - 4.2. There is a death or critical illness in the family; or
  - 4.3. The absence has been approved in advance by a senior leader.



5. The school shall communicate the school's Attendance Policy to students, parents/guardians, and teachers at the start of each school year.
6. Students are expected to make up all missed work associated with excused and unexcused absences.
7. The teacher shall refer to a senior leader, all cases of excessive absences for which satisfactory explanation is not obtained; and all cases for which absences have contributed to slow academic progress.
8. The Senior Leader shall arrange a conference with the student and parents to discuss the situation.