



## European School Bergen

2023.02.13

### Guidelines for Absences and Lates of Students – Secondary cycle

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At the European School Bergen, our aim is to promote excellent attendance and reduce absences. Students of the European Schools must be present for 90% or more of their scheduled periods (per subject and overall) as stated in Article 30 of the General Rules and Regulations.

Here is the link to the Rules and Regulations of the European Schools:

<https://www.eursc.eu/BasicTexts/2014-03-D-14-fr-12.pdf> French

<https://www.eursc.eu/BasicTexts/2014-03-D-14-en-12.pdf> English

#### Absences

- If your child is sick/ill please inform the school by sending an Email to **child.absent@esbergen.org** each day by **09:00 am** (unless the number of days ill/absent is specified on the first day of illness). Please provide your **child's full name, class, the reason for the absence** and other details if necessary.
- For all absences which are known in advance, please contact the school asap:
  - **For medical appointments**, please inform the school and hand in an appointment card (digital or a hard copy).
  - **For all other reasons** parents/student 18+ must ask permission in advance (driving examinations, university visit (S6/S7), family events, administrative appointments, sport competitions, etc.) At the latest 3 days in advance. Documentation is required and late requests may be denied.

As a general rule no permission will be granted for the week preceding or the week following a school or public holidays.

- If your child feels unwell during the day then he/she must visit **the school nurse, Educational Adviser or the Assistant Deputy Director**, who can give permission to leave the school and you will be contacted. If your child contacts you directly to request you pick him/her up from school, **please remind** him/her of the above procedure, which must be followed to excuse an early dismissal.

- What we expect from parents (and students who are 18+):
  - o Parents must ensure that their child attends school regularly, and is at school on time, please check SMS regularly, <https://sms.eurasc.eu/>
  - o Students are always responsible for catching up the work they have missed while absent – excused or unexcused.
  - o Please check SMS to see whether your child was marked present/arrived at school. The school will contact students marked absent at the end of the day by Email or telephone.
  - o Parents should justify their child's absence(s) within 24 hours or there will be an **unexcused absence** recorded.
  - o At the end of each term, the school will draw up a list of absences for each student. You will receive an Email informing you if your child's attendance is below 90%.
  - o An unexcused absence will result in appropriate consequences as outlined in this guide. Educational Adviser or management may alter the consequences on a student-by-student basis in line with the general rules.

### **Absence Procedures regarding Physical Education lessons.**

Physical Education lessons are part of the European Schools' curriculum; they are compulsory and contribute to the overall mark for the European Baccalaureate.

- If a student cannot participate in the assigned tasks due to **injury or illness**, the following steps are to be followed:
  1. On the day of the gym lesson concerned, an Email is sent to the Physical Education teacher and to [child.absent@esbergen.org](mailto:child.absent@esbergen.org) before 09:00 (or before 08:10 if that is the start of the lesson) explaining the reason he/she cannot take part in the regularly planned lesson. **Documentation may be requested if the duration exceeds one lesson or happens too frequently.**
  2. The student must report to the teachers in the gym at the start of the lesson so that they are aware that the student is not able to take part in the P.E. lesson. The teacher then decides whether the student **can assist with the lesson or to go to the study hall or library** to complete other work (they must check in with an Educational Adviser, or the Librarian if the EA's are not in, upon arrival).  
**All students must be in school during this period; it is not a free lesson.**
  3. If a student gets sick during the day and is unable to participate in the P.E. lesson, he/she should visit the school nurse, Educational Adviser or the Assistant Deputy Director so that they can be properly excused from the P.E. lesson. **Parents cannot excuse students from the P.E. lesson or any other lesson due to illness after they have arrived at school.**

If a student is not able to take part in the P.E. lessons for a longer period of time, some form of documentation must be provided. Special arrangements will be made between the school and the parents.

**\*Note about S6/7 Extra Sports period 0 & 1 on Fridays:** If your child is too ill or injured to participate in this lesson then please send an Email before 08.10am providing details to both the gym teacher & [child.absent@esbergen.org](mailto:child.absent@esbergen.org) - your child will be excused from period 0 but must come to the study hall to work/check in at the start of period 1 (09.00am).

### Consequences for unexcused absences:

- Each unexcused absent period will result in the student checking in with an Educational Adviser and doing school work in the study hall for a full free period.
- If this occurs too frequently, more severe action is taken according to the General Rules of the European Schools.

### Lates

It is important that students come to class on time and prepared every day.

- If a student is late **she/he must report asap** to the Educational adviser and show her/his school pass and must give a reason/explanation.
- The student will receive a **late slip** which needs to be hand in to the teacher when entering the class room.
- Students will **not be allowed** in their lesson if they **arrive 20 minutes** after the start of the lesson (exception is made for students arriving late by the ESB bus service). This will become an unexcused absence.
- If neither Educational Adviser is at their desk when the student arrives, the student should ask **the Librarian** for a late slip **or wait** until an Educational Adviser returns to the study hall.

A student coming late **can be excused** by the parents if there was traffic, a medical appointment, an emergency or the school/OV bus was late.

An Educational Adviser, Assistant Deputy Director or Deputy Director may **override a parents'** excuse if it is not documented or it occurs too frequently (e.g stuck in traffic, bike issues, train was late, etc).

### Consequences for unexcused lates:

- **1-2 times** late: verbal warning.
- **3 times** late: a written warning will be sent.
- **4 times** late or more: student must check in 15 minutes early or must stay longer in school for a period of time (mostly a week). A disciplinary action will be recorded on SMS.
- **More than 6 times** late: a formal warning letter will be sent to the parents and more severe action will be taken according to the General Rules of the European Schools.

*If a student comes late on a day when he/she must check in early, **an additional early check in day** will be added in addition to making up the missed day (e.g. one early check in day missed on Tuesday would result in an early day check in day Wednesday and additional day on Thursday).*

*If a student has a period 0 lesson or comes with the school buses arranged by ESB's parents which prevents them from checking in 15 minutes before their lesson, **an alternative plan** will be decided upon at the discretion of the Educational Adviser.*

If you have questions or concerns regarding the procedure, please contact us:

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