

IST Student Attendance and Late Policy

Short absence due to illness or appointment

For short-term absences from school due to illness, doctor's appointments or for other reasons, please phone the school before 09:00 (primary) or 8:15 (secondary) to notify the office of the child(ren)'s absence, or email the respective school office.

Primary Campus Telephone: +31 (0)53 206 80 35 Email: front.desk@istwente.org	Secondary Campus Telephone: +31 (0)53 482 11 30 Email: Secondaryschooloffice@istwente.org
--	--

Requests of Leave of Absence

To ensure continuous, full educational opportunities for all students of IST, it is strongly recommended that parents organize holiday travel within the scheduled holiday periods for the school. In the event that parents must schedule holiday travel outside of these scheduled periods for personal or work reasons, the school requests that parents, wherever possible:

1. Formally Request Leave of Absence from the Principal for the period that your child(ren) will be absent;
2. notify the respective teacher(s) of the intended dates for the child(ren)'s absence at least 10 days in advance to allow teachers sufficient time to prepare homework, which the child(ren) will be expected to complete while absent from school in order to keep up with their studies;
3. keep the front office informed of any extension of holiday plans outside regularly scheduled holidays;
4. ensure that the child(ren) completes all homework assignments while away and submits these to the respective teacher(s) on the morning of their return to school;

Students will be recorded as absent for those days when they are not in attendance at school, outside of the scheduled holidays. If leave has not been sought and received from the Head of School, in advance of the absence, students will be marked as absent without leave.

Students who are absent to celebrate religious holidays will be marked as excused from school. In this instance, no homework will be assigned. Parents should notify their child(ren)'s teacher(s) at the beginning of term of any expected absences due to religious celebrations.