



ATTENDANCE POLICY

CSM is committed to providing an education of the highest quality for all its students and recognizes this can only be achieved by attending school regularly and punctually. High attainment depends on good attendance. The purpose of the policy is to clarify everyone's part in this.

School's Role and Responsibilities

Parents/caregivers, teachers and support staff at CSM all have a key role to play in supporting and promoting excellent school attendance and will work to provide an environment in which all our students are eager to learn, feel valued members of the school community and look forward to coming to school every day. Staff also have a responsibility to set a good example in matters relating to their own attendance and punctuality.

The School strongly discourages absences for medical, social appointments, and vacation reasons that conflict with school hours.

Middle and High School Advisory Teachers

School begins at 8.50. The advisory teachers will oversee, direct and co-ordinate the school's work in promoting regular and improved attendance and will ensure this policy is consistently applied throughout the school. Advisory teachers will ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties.

Attendance is taken every morning by the Advisory Teacher and at every period by the subject teacher. The Advisory teachers will ensure that up-to-date attendance data and issues are shared with the Leadership Team, available to all staff, students and parents.

Procedure for absence or lateness

- Notify any absence, lateness or early dismissals via email to your Homeroom Advisor
- Students who arrive late must sign-in at School Reception and get a late pass to be admitted into class
- Students must sign out at School Reception if leaving before the end of the school day

Primary School Classroom Teachers

We kindly remind families the school bell rings at 8:40 and students should already be in line with their teachers. The school gate will be closed at 8:40 and all students arriving after must pass through reception and sign in as they will be marked late.

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Attendance is taken every morning by the classroom teacher. The classroom teachers will ensure that up-to-date attendance data and issues are shared with the Leadership Team.

Procedure for absence or lateness

Notify any absence, lateness, or early dismissals via attendance@canadianschool.it or add an attendance note to Managebac by 9.30.

ALL SCHOOL

CSM expects parents/caregivers to:

1. Respect the published vacation dates by consulting the School calendar carefully before planning outside engagements
2. Support their children's attendance by keeping requests for absence to a minimum
3. Contact the Principal or Head of Division to get authorized permission if an extended absence is foreseen
4. Not expect the school to automatically agree to any requests for absence, and not condone an unjustified absence from school
5. Understand that when a student is absent before or after vacation the School does not assume responsibility for lessons, quizzes, or other assessments missed

Students' responsibilities:

1. To be aware of the importance of regular school attendance
2. To be punctual to homeroom and ready to learn
3. To report to the front office in case of late sign-in and or early sign-out
4. To make up for work missed during absence

Disciplinary Consequences

- Eighteen (or 10% of total school days) or more cumulative days in a school year of absence for any reason is grounds for failing the year or expulsion.
- Three lates or more per term are subject to disciplinary sanctions. Three lates equate to one absence.
- Unless the reason for absence is illness, the school requires an "exceptional circumstance" to be able to authorize any absence. Exceptions include competitive Sports or Arts representation and educational courses approved by the school.
- Students who are regularly late and miss classes will receive a letter of warning from the Coordinator or Principal, where appropriate action will be taken at their discretion.

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