

Chengdu Shude High School International Baccalaureate Diploma Program Attendance Policy

August 2015

I. Philosophy

It is vital for students to attend school regularly as required for having high quality of high school education and for the sake of students' safety.

IBO and universities expect students to have an overall development of academic knowledge and students' personal and social abilities from high school education. The IB curriculum has prescribed minimum hours of courses¹ that the students have to fulfill to guarantee the attainment of knowledge and overall abilities.

Meanwhile, taking school as required reduces students' risk of being harmed outside of the school. The school provides a safe environment for students' growth. Every staff in school is taking responsibility of students' safeguarding in the context of the school.

By attending school as required makes students realize the above aim encompassed by the high school education. It is essential therefore that the students and parents have the awareness of the importance of following the attendance policy. It is important for parents to encourage students to improve attendance rate. It is necessary for students to understand and fulfill the requirements of the attendance policy.

¹ In order to fulfill IBDP study requirements, students have to study at least 240 hours for HL courses, at least 150 hours for SL courses and at least 100 hours for theory of knowledge.

II. Term Grade and Attendance Rate

According to the school calendar, students must guarantee 90% or above attendance rate of each subject to meet the course hour requirement. If the attendance rate of a subject is below 90%, the term grade of the subject will be affected as shown in the table below:

Attendance rate of a subject	Term grade students are able to get for a subject
90% or above	100% of term grade
80%-89%	90% of term grade
70%-79%	80% of term grade
60%-69%	70% of term grade
Below 60%	No grade (N/A). Student is suggested to repeat the course.

Attendance rate= 100%- Absent rate

Absent rate = number of absent periods / number of periods expected to attend in a term².

III. Types of Absence

Students may fail to attend school due to either authorized or unauthorized leave. The authorized leave will not affect the attendance rate. Any unauthorized leave will affect students' attendance rate.

Authorized leaves

² In one week, there are 6 periods for each HL course, 4 periods for each SL course, and 3 periods for TOK.

Authorized leave refers to students' unavoidable absence from the school, which is agreed by the school. Some examples are listed but not limited as below:

- Sick leave.
- Visa application/ Other pass applications
- University interview
- Leave for summer schools
- Leave for other activities (The authorization is at the discretion of the school)
- Absence of half day for the examinations/tests in Chengdu city is authorized.
- Absence of one day for the examinations/tests in other domestic cities is authorized.
- Absence of two-three days for the examinations/tests out of China is authorized.

Unauthorized leaves

Unauthorized leave refers to any students' unnecessary absence from the school. Some examples are listed but not limited as below:

- Attending crammed schools for examinations/tests during the school time which is not agreed;
- Absent from school for preparing for university application which is not agreed;
- Taking holidays or trips during the school time which is not agreed;
- Attending classes more than 20 minutes late;
- Parents/ guardian keeping the students off school unnecessarily;

- Absence which cannot be explained reasonably.

IV. More Explanation

1. The types of leave, either authorized or unauthorized, have to be classified by the school, not by the students or the parents.
2. Sometimes students may feel reluctant to attend school, such as, getting sick. It is strongly suggested that the parents, students and the school sort out any problem together regarding attendance. It is discouragement of education if parents under students' pressure or covering up student's absence to excuse students from attending school.
4. Sometimes students may have long-term of absence, normally due to sickness. If the student's attendance rate is below 80% in one term due to whatever reason, the student's attendance is regarded as persistent absenteeism. The persistent absenteeism will definitely affect student's high school education. The school will give a warning to parents and students whose attendance rate is close to this number. If unavoidably a persistent absent student appears, parents have to cooperate with the school to tackle this problem. The school will offer academic tutoring to the student when persistent absenteeism affects academic achievement.
5. Any student who cannot attend classes to guarantee 60% of attendance rate of one subject due to sickness is requested to repeat the course. The Student's accomplishment of the course hour requirement has to be affirmed by the subject teacher and the coordinator.

V. Absence Procedures

1. The note with reason for any absence must be in a writing form with

parent's / guardian's signature and has to be sent to the homeroom teacher **prior to** student's leave. The student should discuss with related subject teachers before deciding the time for leave, in order not to miss important information in classes or tests.

2. Parent / guardian must contact the homeroom teacher as soon as possible on the first day of student's absence if the absence is in an emergency. The note with reason for the absence has to be sent to the homeroom teacher on the first day when the student returns to school.
3. Any absence without reporting to homeroom teacher or any disagreed absence is regarded as unauthorized absence and the student's attendance rate will be affected.
4. The homeroom teacher informs the related subject teachers the approval status of students' absence application. The subject teachers keep the record of the student's attendance.
5. The policy can be downloaded from the school website at www.sdgi.com and managebac for students and parents to know the details.
6. The students' attendance rate will be reported to parents / guardians and students twice a term.

VI. Review

This policy takes effect from September 2015. It will be reviewed and revised annually.