

Attendance Policy

Because it is the key to success, we at Heidelberger Privatschulzentrum take attendance in each IB DP subject and the IB Core subjects and activities very seriously.

Therefore, every teacher takes attendance for each lesson via ManageBac. They document attendance in the following way:

- **P** = present (the student attended the respective lesson)
- **L** = late (the student arrived late to the lesson)
- **EA** = excused absent (the student was excused)
- **A** = absent (the student was absent without any excuse)
- **O** = other (for SL students in HL lessons. Will not appear in the report card)

Procedure

If a student cannot attend school (e.g. in case of sickness), he/she or his/her parents have to inform the Homeroom Teacher before 9.00 am. They can do this via e-mail. Without sending this email of excuse before 9.00 am. the student will be marked absent.

All subject teachers are informed by the Head of IB when a student is excused for the day.

In case a student needs to leave lessons early during the day due to sickness the subject teacher plus Head of IB have to be informed personally or via Email.

For appointments with doctors, interviews, competitions, educational fairs students need to ask for leave in an email to the Head of IB not later than a day before. In case of poor attendance, the request of the student can be denied. Again, subject teachers are informed by the Head of IB that student is excused.

Consequences

The attendance of each student will appear on the Report Cards.

The students need to reach an attendance of at least 70% in each subject over the 2 years course (regardless of possible reasons for the absence) in order to pass the subject.

Parents have access to attendance via *ManageBac* and in cases of unexcused absence or low attendance will be additionally informed by Head of IB or subject teachers.

Please confirm that you accept our attendance policy.

Student's full name: _____

Date/Signature of student: _____

Date/Signature of parent(s): _____