

GIC Senior School Attendance and Leave Policy

Reviewed: August 2026

Next review: August 2027

Applies to: All GIC Senior students and their parents/guardians

1. Purpose and Rationale

At GIC Senior School, we believe that regular attendance is one of the most significant factors in a student's academic progress and personal development. In most subjects, each lesson builds on what came before, and gaps created by absence are difficult to fill.

When a student misses school, it is not only their own learning that is affected. Frequent absence also disrupts the flow of lessons for the whole class, as teachers must work to help individual students catch up, reducing learning time for everyone.

We have observed over the years a strong correlation between attendance and academic achievement. Students who attend consistently are better placed to perform well in assessments and to develop the habits of discipline and commitment that will serve them well beyond school.

We understand that illness is unavoidable and that students will occasionally need to miss school for valid reasons. However, absences for other reasons can quickly accumulate — particularly in shorter terms — and the impact on learning is real. We ask all families to take attendance seriously.

2. Roles and Responsibilities

The School will:

- Provide lessons that start on time and run for their full duration.
- Ensure teachers upload lesson content to Moodle (our online learning platform) on a daily basis, so that students absent due to illness can access work at home if they are well enough to do so. This is a support resource — it is not a substitute for attending school in person.
- Contact parents by phone, and then by email if no phone contact can be made, when a student is absent without prior notification.
- Monitor attendance and issue written notifications when students reach the 5%, 10% and 15% absence thresholds.
- Report each student's average attendance percentage on their academic report.

Parents and Guardians will:

- Notify the school by 8:00am on any day their child will be absent, by emailing info2012gic@gmail.com with the subject line 'Student Absent'.
- Provide a reason for the absence at the time of notification.
- Return the acknowledgement slip when an attendance notification letter is received.
- Support their child in accessing missed work via Moodle during periods of absence.
- Avoid scheduling appointments, trips or other commitments during school time wherever possible.
- Contact the school in advance if extended leave is required.

Students will:

- Arrive at school in time for Registration at 8:20am.
- Attend all scheduled lessons punctually.
- Remind parents or guardians to contact the school if they are going to be absent.
- Use Moodle to access missed work during periods of absence, if well enough to do so.
- Return to school as soon as they are able after illness.

3. Daily Attendance Expectations

We ask that students attend school every day. We understand that illness and occasionally other unavoidable circumstances will mean that students need to miss school from time to time. We consider the following to be acceptable reasons for absence:

- Illness or medical appointments.
- Visa or official government appointments.
- Exceptional family circumstances.

Where a parent provides a reason for an absence, this will be recorded as an **explained absence**. Where no reason is provided and the school is unable to make contact, the absence will be recorded as **unexplained**.

All absences — both explained and unexplained — are included in a student's attendance figures. Parents will be notified at 5% and 10% absence as a courtesy, and at 15% a meeting will be requested to discuss how the school can support the student.

It is worth noting that attendance percentages accumulate more quickly than many families expect, particularly in shorter terms. We ask parents to bear this in mind when considering whether an absence is necessary.

4. Punctuality

Students are expected to arrive at school by **8:20am when the first bell rings**. Registration is taken and any important information is shared at 8:25am, and lessons begin at **8:30am** on the dot. Arriving on time is both a courtesy to teachers and fellow students and an important habit to develop.

We understand that occasional late arrivals are unavoidable. However, persistent lateness disrupts the learning of the whole class and has a real impact on the student concerned. Lateness is recorded separately and does not count towards a student's absence percentage.

The following applies within a single term:

- 3 late arrivals — parents will receive an informal note from the school.
- 5 or more late arrivals — parents will receive a formal letter from the **Head of Key Stage**.

5. Extended Leave

We strongly request that all trips, appointments and family commitments are scheduled during school holidays wherever possible. We recognise that this is not always possible, and that families sometimes need to request leave during term time.

If extended leave is necessary, please contact the school by emailing info2012gic@gmail.com as early as possible, outlining the reason for and expected duration of the absence. You will receive an acknowledgement from a member of the GIC Senior Leadership Team.

Please note the following during periods of extended leave:

- Students will have access to Moodle where lesson content will be available. We encourage students to engage with this material while they are away, if they are in a position to do so.
- No additional individualised support — such as Zoom sessions or specially adapted materials — will be provided by GIC during extended leave.
- Absent days during extended leave are included in the student's overall attendance figures for the term.
- School fees remain payable in full during periods of extended leave, as per the GIC Fee Policy.

6. Recording and Communication

Daily attendance is recorded every morning during Registration. If a student is absent and the school has not received prior notification, our admin team will endeavour to contact parents by phone in the first instance and by email if no phone contact can be made.

Parents will receive a written notification when their child reaches the following thresholds within a term. All figures include both explained and unexplained absences.

- **5% and 10% absence** — A letter is sent as a courtesy to keep you informed of where your child stands. We ask that you sign and return the acknowledgement slip to confirm receipt.
- **15% absence** — A letter is sent expressing the school's concern about the impact on your child's learning. This will include a request to meet with the Head of Key Stage to discuss how the school can support your child.

All attendance and punctuality letters are signed by the relevant **Head of Key Stage**.

7. Policy Review

This policy will be reviewed annually at the start of each academic year.

*Policy completed and reviewed by Mr Curtis, Ms Angela and Mr Nick
August 2026*

Principal: Mrs Victoria E Hislop (B.Ed Hons)

Notification of Concern: Attendance

Dear **[Parent/Guardian Name]**,

I am writing to let you know that, according to our records, **[Student Name]** of **[Year Group]** has currently missed **[X%]** of this term's school days.

This letter is sent as a courtesy so you are aware of where things stand. We appreciate that absences are sometimes unavoidable and we are not writing to cause alarm — simply to keep you informed. It is worth knowing that attendance percentages can accumulate quickly, especially in shorter terms, so we hope **[Student Name]** will be able to attend without disruption for the remainder of the term.

Thank you for your continued support. Please sign and return the slip below to confirm receipt of this letter. If you have any questions or would like to discuss anything, please don't hesitate to get in touch.

Warm regards,

[Name]

Head of Key Stage

Galle International College

Please sign and return this slip to the school office to confirm receipt of this letter.

Student name: _____ Year Group: _____

Parent/Guardian signature: _____ Date: _____

Attendance: Request for Meeting

Dear **[Parent/Guardian Name]**,

I am writing regarding the attendance of **[Student Name]** of **[Year Group]**. Our records show that your child has currently missed **15%** of this term's school days.

We are genuinely concerned that at this level of absence, **[Student Name]** is at risk of falling behind and may find it increasingly difficult to keep up with the demands of their subjects. Learning at GIC builds lesson by lesson, and gaps are hard to fill outside the classroom.

We would welcome the opportunity to meet with you to talk through the situation and discuss how we can best support **[Student Name]** going forward. Please contact us at info2012gic@gmail.com to arrange a convenient time.

Thank you for your support. Please sign and return the slip below to confirm receipt of this letter.

Warm regards,

[Name]

Head of Key Stage

Galle International College

Please sign and return this slip to the school office to confirm receipt of this letter.

Student name: _____ Year Group: _____

Parent/Guardian signature: _____ Date: _____

Notification of Concern: Punctuality

Dear **[Parent/Guardian Name]**,

I am writing to let you know that **[Student Name]** of **[Year Group]** has arrived late to school on **[X]** occasions this term.

At GIC, Registration takes place at 8:20am and lessons begin at 8:30am. We understand that occasional late arrivals are unavoidable, but when lateness becomes a pattern it affects not only a student's own learning but also the learning of the whole class.

This letter is sent as a courtesy to make you aware of the situation. We would be grateful for your support in ensuring that **[Student Name]** arrives on time each morning. If there is something making punctuality difficult, please don't hesitate to get in touch — we are happy to help find a solution.

Thank you for your support.

Warm regards,

[Name]

Head of Key Stage

Galle International College

Please sign and return this slip to the school office to confirm receipt of this letter.

Student name: _____ Year Group: _____

Parent/Guardian signature: _____ Date: _____