

# Attendance Requirements

## Arrangements for implementing the Regulations for the European Baccalaureate

(2012-10-D-18-en-1)

### ARTICLE 2

#### ADMISSION TO THE BACCALAUREATE SESSION

##### 2.1 Prerequisite for admission to the Baccalaureate session

Regular and consecutive attendance at classes in years 6 and 7 of the secondary section (see Article 4 of the Regulations for the European Baccalaureate).

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## REGULATIONS FOR THE EUROPEAN BACCALAUREATE

(2012-10-D-6-en-1)

### ARTICLE 4

#### ENTRY FOR EXAMINATION

Pupils who have without interruption completed not less than the final two years of secondary education in the European School or of European schooling provided by a school accredited by the Board of Governors may enter for the European Baccalaureate examinations.

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## GENERAL RULES OF THE EUROPEAN SCHOOLS

(2011-04-D-11-en-1)

### Article 30

#### Regular attendance at classes

1. Without prejudice to the SEN (special educational needs) Regulations, attendance at classes shall be organised as follows
  - a) Acceptance of a place at the school shall imply the right and the obligation to attend all courses of instruction listed in the curriculum and to do such work as is set. Pupils shall also be required to take part in any organised activities declared compulsory by the Director.
  - b) Attending all courses of instruction shall mean regular and punctual attendance at the classes indicated in a calendar and timetable produced and given to pupils at the beginning of the year.
  - c) A pupil's attendance at classes is necessary to ensure his/her development and to enable the teacher to make a full and accurate assessment.
  - d) A pupil's attendance at a course shall be considered regular if the number of periods of presence is at least 90% of the number of periods actually organised.

## 2. Dispensations

### a) Physical education

- i. A pupil may be excused attendance at physical education classes only at the request of his/her legal representatives and on production of a medical certificate<sup>2</sup> stating that he/she is physically unable to attend.
  - ii. Except in duly certified cases of permanent disability, dispensation may only be granted for one semester/term, depending on the organisation of the school year. It may be renewed only if a further medical certificate is produced. The Director may, if he/she considers it necessary, have the pupil examined by the school doctor.
- b) In exceptional cases and on duly certified medical grounds<sup>3</sup>, a pupil may be excused part of his/her homework by the Director. Such authorisation may not be outright; it may be granted for a specified period only, at the express request of the pupil's legal representatives on the understanding that the pupil's chances of promotion at the end of the year may be jeopardised.

## 3. Absences

### a) Recording of absences

The school shall keep a record and daily register of pupils' absences. At the end of each semester/term, the school shall draw up a list of absences for each pupil. Unauthorised absences will be clearly identified and will be dealt with severely

### b) Consequences of absences

- i. In the event of unauthorised absence for more than 15 consecutive days, the pupil shall be deemed to have left the school. The pupil's legal representatives shall be so informed by registered letter.
- ii. Should repeated unauthorised absences of one or more periods continue to occur after the Director's warning, the Discipline Council may decide on the pupil's exclusion.
- iii. In the secondary cycle, should the number of periods during which a pupil is absent from a course be such that there is a risk that it will not be possible for an A mark to be awarded, the Director will warn the pupil's legal representatives of the consequences outlined in paragraph e) for years 4-6 and in paragraph g) for year 7.
- iv. If, at the end of the first term or semester, the number of absences seems likely to exceed the threshold of 10% of the periods actually organised in one or more subjects, the Director will warn the pupil's legal representatives of the risk of non-promotion or of being unable to take the Baccaureate examinations.

### c) Absences on personal grounds

- i. Only the Director may give a pupil permission to be absent from school.
- ii. Except in cases of *force majeure*, the pupil's legal representatives must apply for such permission at least one week in advance. Applications must be made in writing, indicating the period of absence and giving reasons.
- iii. Permission may be granted for a maximum of two days plus reasonable travelling time.
- iv. Except in cases of *force majeure*, permission may not be granted for the week preceding or the week following school holiday periods or public holidays.
- v. In the case of the death of a close relative, a longer absence may be permitted.

### d) Absences on sick grounds

- i. In the event of a pupil's being unable to attend school because of illness, the pupil's legal representatives will inform the Director of the reason in writing, not later than the second day of absence.
- ii. After an absence of more than two days, primary and secondary pupils will only be allowed to return to school on production of a medical certificate by the pupil's legal representatives.
- iii. The Director may, if he/she considers it necessary, have the pupil examined by the school doctor.
- iv. Without written notification from the pupil's legal representatives or production of a medical certificate within the period laid down in points i. and ii., such absences shall be regarded as unauthorised and punishable by the Director.
- v. Where a pupil contracts an infectious disease, the pupil's legal representatives must notify the Director in writing and adhere strictly to the rules laid down by the Administrative Board, drawn up in agreement with the school medical service, on the containment of infectious diseases, in particular as regards quarantine for him/her and other pupils living under the same roof. The pupil shall be readmitted to the school only on production of a medical certificate from a doctor recognised by the local health authorities or from the school doctor<sup>5</sup>.
- vi. All pupils shall be examined periodically by the school medical service, if possible, every year. The costs of check-ups and of preventive measures shall be borne by the school.

e) Absence for a valid reason in years 4-6

- i. If a pupil in years 4-6 has a long period of absence for a valid reason, with the result that A marks for class work in the first semester cannot be awarded, the A marks for class work in the second semester will be doubled for calculation of the final mark.
- ii. If this absence means that a pupil cannot be awarded A marks for either the first or the second semester, his/her promotion will not be possible.
- iii. A pupil in years 4-6 who cannot be awarded A marks for the second semester because of a long period of absence for a valid reason may not normally be promoted. In exceptional cases the Class Council may reconsider the case of such a pupil.

f) Absences from written examinations in years 4-6

- i. Where a pupil is absent from a written examination in years 4-6, the pupil's legal representatives shall inform the Director of the reasons for his/her absence, immediately or the next day. In cases of illness, a medical certificate<sup>6</sup> is mandatory to justify the absence. In all other cases, the Director will decide whether or not the absence is justified.
- ii. A pupil who is absent (for a valid reason) from one or more first semester written examinations and has not had the opportunity to take a substitute examination, but who takes the second semester examinations in the same subjects, will have his/her final annual marks calculated on the basis of the results achieved in the second semester.
- iii. A pupil who is absent (for a valid reason) from one or more second semester written examinations and has not had the opportunity to take a substitute examination shall be required to sit a promotion examination early in the new school year in the subjects he/she has missed, unless he/she achieved a mark of at least 7 in these subjects in the first semester and an A mark of at least 7 in the second semester.

- iv. If a pupil is absent for a valid reason for the examinations in one or more subjects in the first and in the second semester, he/she shall be required to sit promotion examinations in the subjects which he/she has missed.
- v. In cases where there is no valid reason for the absence or absences mentioned in points ii., iii., and iv., a pupil shall be awarded no marks (0) for the examinations missed. The pupil's legal representatives shall be notified of this decision.

g) Absences in year 7: A marks

Without prejudice to the provisions of Article 8 of the Arrangements for implementing the Regulations for the European Baccalaureate:

- i. Where a pupil in year 7 has a long period of absence because of duly certified illness, with the result that A marks for class work in the first semester cannot be awarded, the A marks for class work in the second semester will be doubled for calculation of the final mark.
- ii. If this absence means that a pupil cannot be awarded A marks for either the first or the second semester, it will not be possible for him/her to take the Baccalaureate examinations that year.
- iii. In the event of frequent periodic absences in year 7, the Class Council shall be required to decide whether the pupil's studies conform to the rules and may, in certain cases, call into question the validity of his/her registration for the Baccalaureate, determination of the A mark being jeopardised.

h) Absences from part examinations in year 7: B marks

Without prejudice to the provisions of Article 8 of the Arrangements for implementing the Regulations for the European Baccalaureate:

- i. Where a pupil is absent for a valid reason from one or more long part examinations organised by the school at the end of the first semester, he/she must sit replacement examinations conducted under the same conditions as the initial examinations, on dates decided by the Director.
- ii. Where a pupil is absent for a valid reason from one or more short part examinations, he/she must sit tests conducted under the same conditions as the initial tests, on dates decided by the teachers concerned.
- iii. Where a pupil is absent without grounds from one or more part examinations in year 7, he/she will not be allowed to take the Baccalaureate examinations.