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Attendance and Tardiness Policy

CJD International School

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1. Introduction

Regular school attendance is essential to ensure that students benefit fully from the educational opportunities provided. This policy outlines the principles, aims, and objectives that guide our approach to promoting consistent attendance and punctuality at Colégio Júlio Dinis. It reflects our commitment to supporting students and families in maintaining good attendance habits, while complying with legal requirements and safeguarding responsibilities.

Principles

- Every student has a fundamental right to education.
- Parents and teachers have a duty to ensure maximum student attendance.
- The school maintains attendance registers in accordance with regulations under Portuguese law.
- The attendance register applies to all students.

Aims

- To ensure high levels of student attendance by emphasizing the importance of regular attendance for effective learning.
- To encourage students to take full advantage of their educational opportunities through consistent school attendance.
- To recognize external factors that may affect attendance and work in partnership with parents and/or guardians to address any difficulties.

Objectives

- To monitor students' attendance and punctuality and identify concerns at an early stage, working proactively to resolve any personal or social issues.
- To implement an effective and efficient system for monitoring attendance.
- To ensure the health and safety of all students under our care.
- To apply this policy fairly and without discrimination.

3. Absences

Students are expected to attend school every day they are fit and healthy.

Students should:

- Attend all scheduled lessons and school activities.
- Be punctual and arrive on time to all classes.
- Be prepared and organized with the necessary materials.
- Follow late arrival protocols and notify the school of any absences.
- Provide evidence of illness or other valid reasons for extended absences.

Justified Absences

The following reasons qualify as justified absences:

1. Student illness, supported by written communication from the parent/guardian for absences of up to three working days, or by a doctor's certificate for absences exceeding that period. In cases of chronic or recurring illness, a single statement may be accepted for the entire school year or until the condition is resolved.
2. Prophylactic isolation due to exposure to infectious disease within the household, confirmed by the relevant health authority.
3. Death of a family member.
4. Birth of a sibling, covering the day of birth and the following day.
5. Need to care for an ill household member when no other adult is available to provide assistance.
6. Participation in religious observances that cannot take place outside of school hours.
7. Participation in school-related activities (e.g., field trips, competitions, or Student Council responsibilities).
8. Fulfilment of legal obligations (e.g., embassy appointments) that must occur during school hours.

In case of absence on an assessment day, students must submit a signed parental justification within three days, along with a medical certificate if applicable. The school may request further evidence if needed.

When absences are justified, students are entitled to appropriate support from their teachers to recover missed learning.

Unjustified Absences

Absences are considered unjustified if:

1. No justification is submitted.
2. The justification is submitted after the deadline.
3. The justification is deemed unacceptable.
4. The absence is the result of a disciplinary sanction or classroom removal.

Unauthorized absences on assessment days will result in a grade of zero for the missed assessment unless a valid justification is submitted and accepted.

Students with more than 10 unauthorized absences per semester will not be permitted to participate in extracurricular activities, school events, or field trips until their attendance improves.

4. Registration and Follow Up Procedure

Student attendance is recorded at the first lesson or activity of the day. Additional attendance is recorded each time there is a change of teacher (i.e., at the start of each subject class).

Students arriving late for the first lesson of the day have a 10-minute grace period; beyond this, they are marked as absent. A 5-minute grace period applies to all subsequent classes before students are marked late.

All attendance is recorded in the eSchooling system. If a parent confirms that a student is absent or late for a justified reason, the Form Tutor will update the system and note the reason.

Persistent lateness will result in progressive sanctions:

- **Three instances:** Verbal warning.
- **Five instances:** Parent notification and detention.
- **Seven or more instances:** Formal parent meeting and potential further disciplinary action.

5. Parental Responsibilities

In the case of an unexpected absence, parents must notify the Form Tutor via email within 24 hours.

Parents are responsible for ensuring:

- Their child arrives at school on time each day.
- Family holidays do not conflict with official term dates.
- Any required medical documentation is provided in a timely manner.

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Colégio Júlio Dinis
INTERNATIONAL SCHOOL

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