

Student Attendance

Tardiness

It is very important that the students come to **lessons on time**. Students coming late to lessons disrupts everyone's concentration. The students themselves will miss important information and instructions when coming late. Tardiness is marked in student files and report cards.

1. If there is a frequent pattern of student being late (10 times), the **Class /Homeroom Teacher** will contact the **family and the Student Welfare Team**.
2. If the student continues to violate this policy (10 additional times), the parents will be asked to meet with the **Counselor** and Class/Homeroom Teacher. An **Action Plan** is made for further procedures.
3. If the student continues to violate this policy (10 additional times), the parents will be asked to meet with the **Vice Principal**, Counselor and Class/Homeroom Teacher. The student and the parents sign a **Conditional Agreement**, in which the school expectations are reinforced.
4. For further cases of tardiness (10 additional times), the student will **not be offered a place** at the school for the next academic year.

Absences

The Finnish curriculum emphasizes the learning of skills, both social and academic. Social skills can best be learnt in a group of peers. Therefore, it is important that students do not take extra leaves outside school's vacations.

However, if there is a need for an extra leave, it must be applied for **at least 2 working days in advance**. **Student Leave Request Forms** can be retrieved from the Front Desk in the Main Lobby. The class teacher can approve a leave up to 3 days. Longer leaves must be approved also by the Vice Principal. First, the teacher writes his/her comments in the form to inform the Vice Principal and the parents how learning arrangements have been organized. **Parents will ensure that the students will finish all the homework given to them.**

We apply the following policy in **student absences**:

1. On the 8th *unauthorized* absence day: **Class /Homeroom Teacher** will contact the **family and the Student Welfare Team**.
2. On 16th *unauthorized* absence day: the parents will be asked to meet with the **Counselor** and Class/Homeroom Teacher. An **Action Plan** is made for further procedures.
3. When the student has 25 *unauthorized* absence days: the parents will be asked to meet with the **Vice Principal**, Counselor and Class/Homeroom Teacher. The student and the parents sign a **Conditional Agreement**, in which the school expectations are reinforced.
4. For any further absences, the student **will not be offered a place** at the school for the next academic year.

Early pick-up

In case the child is **picked up before the end of last lesson**, the person picking the student up must fill in a **Student Early Pick up Form**. This can be acquired from the Front Desk in the Main Lobby. The form must be signed by the teacher. No student is allowed to leave without the signed form.



Late pick-up

Q.F.I. School takes their responsibility on students' health and safety very seriously. We think that it is important that the students get enough free time and rest. Also, according to our policies, the students need to be supervised at all times to ensure their safety. Instead of monitoring the late pick-up, the school staff is occupied with numerous other duties after the teaching hours. **The school cannot take the responsibility for the safety of the children after the end of the last lesson.** For these reasons, the students should be picked up promptly after their school day is over.

1. If there is a frequent pattern of student being picked up late (10 times), the **Class /Homeroom Teacher** will contact the **family and the Student Welfare Team**.
2. If this policy is continuously violated (10 additional times), the parents will be asked to meet with the **Counselor** and Class/Homeroom Teacher. An **Action Plan** is made for further procedures.
3. Further violations of this policy (10 additional times), the parents will be asked to meet with the **Vice Principal**, Counselor and Class/Homeroom Teacher. The student and the parents sign a **Conditional Agreement**, in which the school expectations are reinforced.
4. For further cases of tardiness (10 additional times), the student will **not be offered a place** at the school for the next academic year

I confirm I have read and understood **Qatar-Finland International School Attendance Policy** and agree to comply with it.

Name of parent/guardian:

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Date:

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Signature:

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