



# EXTENDED ABSENCE POLICY

## Guiding Statements

### Learning and Academic Achievement

To promote a genuine love of learning and encourage creative, critical and reflective thinking for every student to attain the best academic achievement within each student's capabilities.

### Staff Community

To provide a safe, welcoming and affirming environment promoting staff well-being; recruiting and retaining a balanced, diverse mix of well qualified international and local staff who offer a blend of academic rigour and internationalism in our unique Singapore international school environment through provision of professional development to model and enhance a continuous love of learning and effective performance.

### Purpose

The purpose of this document is to set out the expectations families should have if a student has a prolonged absence while school is in session.

### Preamble

Whenever possible we expect and encourage students to attend all school days within the academic year. However, there are of course times when students are absent for a number of reasons. Sometimes this is through choice e.g. returning home for family reasons and sometimes it is unplanned e.g. unexpected changes to border controls. During these times students are absent from the classes that are running which can interfere with their learning. In the short term the impact might be small but over a prolonged period the impact can grow.

While school is in session our teachers are actively involved in preparing and teaching live lessons, involved in school activities such as CCAs and providing support to students who are on campus. This is an important and large workload. Therefore it is important that the leadership of the school balances this workload in order to have sustainable and effective practices for staff.

To cater for the needs of absent students and the workload of teachers, the approach below is what students can expect in terms of support from their subject teachers when they have an extended absence.

### Expectations

Students can expect the following support from teachers:

- Class notes, presentations, worksheets, exercises etc will be uploaded to eLearning platforms.
- The teacher will respond to reasonable requests for help and support.
- The teacher will accept assignments and other submitted work.
- The teacher will provide feedback on assignments.
- The teacher will provide a school report that accurately reflects student engagement and performance.

Students should not expect the following:

<i>Prepared By</i>	<i>Approved By</i>	<i>Review and Revised</i>	<i>Reviewed by</i>	<i>Next Review</i>
SLT	SLT		AC	T1 2023

- Live online lessons.
- Specially recorded lessons.
- Private online tuition style lessons.
- Unreasonable support and help due to student disengagement. For example, a student does not complete any work for most of the term and then asks for help with everything one week out from important deadlines.

### **Equipment**

Students will have access to the following:

- A computer or laptop.
- Internet connection.
- Full access to school eLearning platforms i.e. not blocked by proxy filter.
- Have the required login credentials to access eLearning platforms.
- Relevant textbooks, exercise books and class materials.

### **Readiness for Learning**

Students should ensure that they are ready for learning while being absent:

- Be familiar with the subject teacher's expectations.
- Understand the method by which the teacher expects submission of work.

### **Engaged Learning**

Students on extended absences should:

- Follow work that has been uploaded to online platforms.
- Ask the teacher for help on areas that they do not understand through official platforms e.g. school email or learning platform forums.
- Follow the teacher's instructions about assessment procedures.
- Submit all assignments on time.
- Respond to teacher feedback and requests.

### **Expected Behaviour**

Students are expected to behave according to school rules when they are absent in.

### **Tests and Exams**

It is most important to attend school on the day of any test or examination. Students who are genuinely unable to attend school on the day of a test or an examination must see a doctor and provide an authentic MC. Parent/guardian notes, letters or phone calls are not accepted. In the case of such an absence, the student/ parent/guardian must telephone the school to inform the school of the absence and this must then be followed up by the MC. Once a test or examination has taken place it is the school's policy that they may not be taken at a later time or date by students who were absent on the day itself. This ensures the integrity and the security of the test/examination.

For students on extended absence it may not be possible for them to sit tests or exams. Where possible the school will look for an alternate arrangement, however it must be noted that this is rarely possible.

(External) Both IBO and CIE have their own regulations. All candidates will be advised about examination regulations prior to the examination period.