

Being Late

Unexcused Tardiness:

- Students must report to the reception when they are late. The tardiness is registered in Magister, and the student receives a note from the receptionist that allows them to enter the class.
- Without this note, the student is not allowed to enter the class. The teacher collects the note and places it in the designated tray in the staff room at the end of the day.
- If the student does not have the note, the teacher will send the student back to the reception to collect it.
- This procedure applies to all lessons for which a student arrives late.
- After being late three times, the student must report to the reception the next morning, no later than 8:40 AM.

If a student does not follow the above procedure, the attendance coordinator will contact the mentor. The mentor will then have a conversation with the student.

If no improvement follows, a meeting will be arranged between the mentor, the student, and the parents/guardians. In both cases, the mentor will write a brief summary of the conversation in the student's logbook.

Note: Students are allowed to be up to 10 minutes late. Any tardiness beyond that is considered truancy and will be registered and dealt with accordingly.

If a student is more than 10 minutes late, they are not allowed to enter the lesson. The receptionist will refer the student to the attendance coordinator, who will register the student as unexcused absent (truancy) in Magister and inform the student of the applicable catch-up policy.

The teacher must not allow the student into the classroom. The student must wait in Huiskamer until their next lesson.

Excused Tardiness:

If a student arrives at school during a lesson due to an appointment elsewhere, they must report to the attendance coordinator (or be referred there by the reception). The attendance coordinator will issue a "permission slip" for the student to hand to the teacher.

The student will then be allowed to enter class late due to a valid excuse.

Reasons such as bike trouble or public transportation issues can be handled by the reception within reason. The reception will log the correct code and give the student a "permission slip" to hand to the teacher.

If a student frequently reports such problems, they will be referred to the attendance coordinator.

Excused Absence

Authorized Absence:

- Reporting illness must only be done by a parent or guardian.
The parent/guardian must report the student sick before the start of their first lesson, via the designated email address, through Magister, or by phone. This ensures that teachers are informed about the student's absence.
- Short absences, such as medical appointments or visits to institutions, must also be reported by email or phone. The reception or attendance coordinator will register this in Magister.
- If no information is provided regarding a student's absence, it will be unclear to the teachers why the student is absent, and the absence will be recorded as unexcused.

The student must be reported sick every day by the parent/guardian.

In case of long-term illness, this must be communicated via email to the attendance coordinator, who will determine—together with the mentor—whether daily reporting is still necessary.

Unexcused Absence

Unauthorized Absence (Truancy):

- If a student is absent from class without a valid reason, they must make up the missed lesson immediately after their last class of the day, in the designated catch-up room.
- If a student fails to comply with this catch-up rule, they will be assigned two catch-up periods the following day.
A student can be assigned a maximum of two catch-up hours per day.
- If a student does not follow the above rules, the attendance coordinator will contact the mentor, who will then speak with the student. If there is still no improvement, a meeting will be scheduled with the mentor, the student, and the parents/guardians.
In both cases, the mentor will record a short summary of the conversation in the student's logbook.
- If the student fails to comply with the catch-up policy more than twice, a meeting will be held with the student coordinator or team leader, who will determine a suitable follow-up sanction according to the school's official escalation procedure as described in the school rules.