

## Student Absence Policy

### Student absence due to sickness

- If a student is unwell, please keep them at home until their symptoms have cleared up. Please notify the school each day they are unwell and staying home, so we know not to expect them.
- If any deadlines have been missed whilst the student is absent, they should **liaise with the teacher** on their return (either in person or on email) to agree new deadlines.
- If students miss a test, they will be required to sit the test when they return to school. This will be facilitated either in the office, in a timely fashion, or in class where possible.

### Student absence not due to sickness

- Every day is critical to a child's development and progress, and removing them from the classroom environment has a detrimental impact on their development. At Island Academy, we **do not accept students being removed from school for avoidable or non-urgent purposes**.
- If students do have to travel for unavoidable commitments the school may ask for thorough reasoning and/or evidence to explain the child's absence. Special consideration for missed work and grades will not be granted for students who are out of school for avoidable purposes. This is to ensure that all students have equal opportunities.
- **We remind our families that students (until the age of 16) are required to be in school by law in Antigua and Barbuda, every term day** (please see section 27 of the Education Act, 2008 for reference).

### Secondary

- If a student is taken out of class during school time, it is their responsibility to catch up on any missed work. Teachers will continue to post assignments on Google Classrooms, but they will not post additional materials for absent students.
- Students must submit work in line with existing deadlines. They can do this via email or google classrooms if they are not present.

### Exceptional Circumstances

- Parents/guardians should notify the Principal directly in writing for any exceptional circumstances related to international competitions or family emergencies.
- If prior approval has been granted by the Principal, we will do what we can to facilitate examination sitting and deadline extensions.
- Students who plan to represent Antigua and Barbuda in sporting events must notify the Principal at the start of the academic year, and will meet with the Principal to make arrangements for this.

### Representing Antigua and Barbuda

Stakeholders for National/International Competitors should plan to attend a meeting with the Principal at the beginning of the academic year with their anticipated schedules. This is to ensure communication and

cooperation between students, parents/guardians, administrators, teachers and (where possible) coaches. Additional stakeholder meetings will be held throughout the year as needed.

Expectations:

- Academic benchmarks must be met by all competitors who wish to continue gaining approval for excused absences.
- When competing, students must be provided with access to the internet and dedicated time to complete academic assignments. Students are expected to complete all notes and assigned work, turning assignments in upon return to school.
- We strongly recommend that parents enlist a private tutor to ensure students do not fall behind in their studies. This may be before or after an international competition, as during is unlikely to be feasible.
- Teachers will post general assignments to google classroom for students to access. Any assessments, quizzes, or tests must be immediately sat upon return and may require students to stay after school.

#### End of Term Examinations

- If students are off school sick at examination times, at the end of each term, they will need a doctor's note if they are off for more than 2 consecutive days. In this case, the school will make arrangements for them to sit their examinations without penalty.
- If students miss examinations because they are simply absent, **there is no guarantee that they will be able to sit these on their return to school.**
- **Examinations will not be able to be sat in advance.** This creates a huge additional workload for the teachers as they have to develop a different exam to ensure fairness and that information about the exam is not shared ahead of the sitting date.
- If students are away on **permitted absence** (by the Principal only), we will facilitate their exam sitting on their return where possible.
- Students who are removed from school early (for avoidable reasons) at the end of term will not be accommodated for missed exams/assignments.

***Please be reminded that missing assessments at any point in the term will drastically impact students' grades and therefore academic progress.***