

## Attendance Policy

### A. PURPOSE

The Instituto Thomas Jefferson Campus Querétaro is committed to the care of our students, so it hopes that all employees, students, parents and visitors share this commitment. The ITJ recognizes the need to ensure, as far as possible, the safety of our students, so it implements an attendance procedure. This procedure has the purpose of identifying the steps to follow when a student is absent from school, in any of its Learning Modalities.

This policy provides students, parents and collaborators with guidelines and instructions regarding student absences in any of the Learning Modalities.

In this document, the following terms will be used:

**Student:** Any student of the Thomas Jefferson Institute, regardless of age, as well as visitors who are minors, are considered as students.

**Collaborator:** Every member hired by the Thomas Jefferson Institute, regardless of their position inside school.

**Learning Modalities:** includes Distance Learning Model (PAD), Blended Model (hybrid), F2F Model (classroom) and any combination, such as the SPACE Balance Program.

To prevent situations escalating and becoming a risk, the Thomas Jefferson Institute adheres to the following principles:

- The welfare of the student is the priority and every student has the right to be protected from harm and exploitation. The welfare of a student is indiscriminate of race, religion, ability, disability, gender or culture.
- All students should be and feel safe in their school.
- Every student has the right to receive strategies and skills to help them keep themselves safe.
- All adults in the school must show a commitment to protecting the students with whom they work.
- At the Thomas Jefferson Institute we work closely with parents, guardians, and other professionals to ensure the protection of our students.
- The well-being of the student is our priority.
- All students have the same rights to protection, but we recognize that in some cases, more support will be needed. Some of these cases may fall under situations of special educational needs, disability, gender, religion and sexual orientation.

#### 1. Scopes and Objectives

The Thomas Jefferson Institute aims to:

- Provide a safe and happy environment that encourages the growth and learning of our students.
- Outline the system and procedures that we have to ensure that students are safe within the school.
- Raise awareness in all employees and parents about issues related to student absences.
- Ensure effective communication between employees and parents in relation to situations of student absence.
- Be clear with everyone involved, including students, parents or guardians, about the Attendance Policy.

### A. SCOPE

The attendance policy will be endorsed by ISP, signed by the General Director and will be adopted by all levels of the organization.

### B. RESPONSIBILITIES

- Safeguard the rights of the minor.
- Protect the personal privacy of the minor.
- Raise awareness and provide clear guidelines for action on issues related to student absences.
- Inform the Designated Safeguard Leader of any concerns related to student absences.

### C. PROCEDURE FOR REPORTING STUDENT ABSENCES IN ANY LEARNING MODALITY.

- When a pupil, monitored by the Safeguarding Department, is absent for a day without prior notice, the Personalised Education Department in the case of Kinder and Elementary and the Prefecture in the case of Middle and High School and/or Section Management will be asked to contact the pupil's parents by telephone to identify the reason for the absence. This should be done the same day of the absence and should be communicated to the appropriate DSL.
- When a student has been absent for more than 3 days without prior notice, a Section Assistant will be asked to contact the student's parents by phone to identify the reason for the absences.
- In case of not receiving a response to the phone call, an email will be sent by the Department of Personalized Education in the case of Kindergarten and Elementary and by the Prefecture, in the case of Middle & High School, indicating the date and time when the phone call was made.
- If by the 4th day, the student does not show up and there has been no response to the email sent, a phone call to the parents will be tried again. This second call will be made by the Department of Personalized Education in the case of Kindergarten and Elementary and the Prefecture, in the case of Middle & High School.
- In case of not receiving a response to the second phone call, the Section Directorate will send an email with a copy to the Designated Safeguard Leader indicating the date and time under which the phone call was made.
- If the day after sending the second email, the student does not show up and the email is not answered, the Designated Safeguard Leader, in conjunction with the Section Directorate and General Directorate, may determine the steps to follow to try to contact the family.

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