



Primary Attendance Policy

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Table of Contents

Summary.....	2
Rationale.....	2
School Aims.....	2
Expectations of Children.....	2
Parents will Ensure.....	3
The School will Ensure.....	3
Registration Procedures.....	3
Lateness.....	3
Absence.....	3
Lateness/Absence Procedure.....	4
Monitoring.....	4
Authorising Absence The Dutch regulation.....	4
Submitting a Request for Leave of Absence.....	5
Degrees of Relation.....	6
Important:.....	6
IST Late Pick-up Policy.....	7

Summary

- Children can attend school from their 4th birthday.
- Children are required (by Dutch law) to attend school regularly from their 5th birthday.
- Children are welcome into school from 8:20, when the first bell rings. Children arriving after school begins (8:30 second bell) will be marked late.
- If a child is absent without an explanation, the school will call the parents after 9:00. In case we can't reach parents by numbers we have on file, we will communicate with Toddle messaging.
- Children not present at school will be marked absent. This absence will be marked excused if an acceptable explanation by notification in Toddle or telephone* has been provided to the school before the start of the school day, by 8:30.
- Parents are expected to pick up their child(ren) on time.
- Special permission for leave of absence for up to a maximum of 10 days per school year can be applied for at the school's main office. There are specific regulations, according to Dutch law, regarding the duration and reason for absence that affect whether the request is granted.
- A request for leave needs to be submitted to the principal at least 4 weeks in advance.

**The school can be reached by telephone at 053 206 8035. If calling prior to 8:00, or after 15:30, callers will be directed to the voicemail to leave a message.*

Please see the next pages for more detailed information

Rationale

We aim to work in partnership with parents to provide an education of the highest quality. A key factor in the quality of education is the attendance of students.

School Aims

To clarify procedures and expectations for staff, parents and students regarding attendance and dealing with absence from school.

Expectations of Children

- We expect children to arrive on time (ready in the class at 8:30)
- Children are required (by Dutch law) to attend school from their 5th birthday. When they turn 4 they are allowed and able to start Primary school.

Parents will Ensure

- That their child arrives on time for school, in order to be inside the classroom by 8:30.
- That their child is picked up on time (Mon-Tue-Thu 15:00, Wed-Fri 12:30).
- Will contact the school on the first day of absence if their child is unable to attend, and provide an excusal submitted on Toddle or telephone call to explain the absence before 08:30 hrs.

The School will Ensure

- Efficient and accurate registration of students
- Contact with parents/guardians if a child fails to attend without a satisfactory explanation
- Monthly reviews of registration and attendance by school leadership.

Registration Procedures

Attendance information is entered by the classroom teacher in Toddle. Once per month, attendance records are reviewed and added to Parnassys, for access by the Dutch authorities. Attendance information will be added to the child's school report every term.

Lateness

If a child is late this will be noted in the attendance records. A child is marked late if they are not in their classroom by the second bell at 8:30am.

Absence

If a child is absent, the attendance will be marked according to the categories below. An absence will be considered authorised if the parent/carer provides an acceptable explanation by telephone or Toddle excusal/ message to the school before 08:30. The

specific reason for an absence will be recorded in Toddle and Parnassys. If the school has not received an explanation for an absence, the school will contact the home by telephone call, as appropriate. Please note that absence due to illness, while recorded separately, is still considered an absence from school.

Lateness/Absence Procedure

Children who regularly are absent or arrive late at school are not only missing out on valuable teaching time but are also not meeting the legal requirement of school hours laid down by the Ministry of Education. Please be aware that lateness is monitored by the school Education Authority (Leerplicht) and parents who continue to regularly bring their children late to school could be fined by the authorities. The Education Authorities (Leerplicht) regard lateness as truancy. Attendance is shared with the Education Authority on a weekly basis, as required by the Dutch Law.

The school therefore follows the below procedure to address lateness:

1. When a student is absent/late due to illness 5 times within a school year, the teacher contacts the parents.
2. If the student has been absent/late due to illness up to 10 times within a school year, the parents are invited to a meeting with a member of the management team. Based on this meeting the school will decide if the student needs to be referred to the JGZ (Youth Health Care).
3. If the student has been late/absent more than 10 times within a term, the Education Authorities will send the parents a warning letter. After three weeks of taking attendance, the Education Authorities contact the school to check that the absence or lateness has stopped. If so, the file is closed. If however the problem continues, the parents are invited for an interview with the Education Authorities. Often families will be offered assistance, but in some rare cases, a police report will need to be made. In the event the student's absence has been due to illness, the school, after consultation with the parents, may involve the GGD (Consultation Bureau for Health), to support the student's healthy return to school.

Authorising Absence- *The Dutch regulation*

Leave of absence regulations:

Special permission can be given for leave during school time for extraordinary circumstances. Every consideration is given to the situation of International families, however, it is important to recognise the importance of your child's learning; taking time out of school is disruptive for your child and to the class and should only be done for very special reasons.

For extra leave of up to a maximum of ten days a school year, special permission must be requested from the school and applied for with an application form (from the principal). Requests must be made to the relevant authority a minimum of four weeks before the departure date. Leave will be confirmed/denied once the application has been completed. Additional information might be requested prior to approval of the application.

NOTE: The school's administration is only empowered to grant leave ONCE in any school year for a family.

The maximum for any leave authorised by the school is ten school days. Outside that time allocation, requests will be sent directly to the Education Authorities.

Note: Leave of Absence is never granted in the first two weeks of a new school year nor for the convenience (or advantageous cost) of flight bookings.

Submitting a Request for Leave of Absence

Request forms can be obtained from the principal. When completed, the request form should be returned to the principal at least four weeks in advance of the requested dates. The regulations that the school has to adhere to regarding permitting absences are detailed below.

When is permission for leave of absence permitted?

Reason for Absence	Number of Days Permitted
Moving house	1 day
Family weddings up to the third degree of relation	Maximum 2 days or if abroad up to five school days
5, 10, 12 ½ or 25 year wedding anniversary of parents	1 day
12 ½, 25, 40, 50 or 60 year wedding anniversary of grandparents	Maximum 2 days
Serious illness of a relative up to the third degree of relation.	Duration to be decided after consultation with the school director
Death of a relative up to the fourth degree of relation of the child	Duration to be decided after consultation with the school director
Recognized religious/cultural festivals	Duration to be decided after consultation with the school director
If a parent is unable to take leave in <u>any</u> of the school holidays due to work.	Duration to be decided after consultation with the school director. An official work statement is then needed.

** Medical appointments in the Netherlands. Permission does not need to be applied for but the teacher or the front office should be informed in advance.

Degrees of Relation

First - parents

Second - grandparents, brothers and sisters

Third - great-grandparents, uncles & aunts, nieces & nephews that are children of brothers & sisters

Fourth - nieces & nephews that are children of uncles & aunts, great-uncles & great-aunts.

Important:

When a child is kept out of school for any other reason than those given above, the school is required to inform the Education Authorities. In some cases, they will then contact the parents or even impose a fine.

The following are not accepted reasons according to Dutch law

- Holiday in a cheaper out-of-season holiday time
- Holiday due to difficult holiday booking times
- An invitation from family or friends to take a holiday outside school holiday times
- Leaving earlier or later because of holiday traffic
- Leave because the school holiday of other siblings is different

IST Late Pick-up Policy

To ensure that all children are properly supervised at all times while on school property and that teachers are not required to supervise students outside of regular school hours, parents are expected to be at the school to pick up their child(ren) when school is dismissed for the day. When parents arrive late to pick-up the child(ren), a teacher is required to remain on duty to supervise the child(ren), which infringes on the time that teacher has available to prepare work for the next day.

Parents are called to see who is picking up the child (ren), and why child (ren) have not been picked up. Students who have not been picked-up 10 minutes after dismissal will be taken into the school to await arrival of their parents.

If parents know their arrival will be delayed by more than 10 minutes past dismissal time, please phone the school to notify the respective teacher(s).