



The
Grammar
School
Nicosia



1963

ABSENCES LATENESS & EARLY DISMISSAL POLICY

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Absences Lateness and Early Dismissal Policy

1.1 Punctuality and Attendance

School Start Time:

- School begins at **8:15 am**.
- Students are expected to arrive by **8:10 am** to prepare for the day.

Late Arrival Procedures:

- **Between 8:15 am and 8:25 am:** Students must go directly to class, where the teacher will mark them as late.
- **After 8:25 am:** Students must obtain written permission from the Headmaster or Deputy Headmaster to attend class.

Lesson Punctuality:

- Lessons begin promptly at the scheduled time.
- Latecomers will not receive a recap of missed material.

Consequences for Repeated Late Arrivals:

The following consequences apply to **late arrivals in the morning, during lesson transitions, and after breaks:**

- **Three late arrivals in one week** without a valid reason will result in an automatic **out-of-school suspension**.
- **Five late arrivals in one month** without a valid reason will result in an **out-of-school suspension**.

Exceptions will exist.

1.2 Absences

Absences Limit:

Absences are recorded per period, with a maximum of **120 total absences** allowed per academic year.

Notification of Absence:

Parents/guardians must inform the school secretary or nurse by 9:00 am if their child will be absent due to any reason.

Unexcused Absences:

An absence is marked as unexcused if:

- The school is not notified of the absence by a parent or guardian.
- No valid reason is provided.

Excused Absences:

- Excused absences require a written statement from the **guardian**, a **doctor**, or the **relevant body/association** (as explained below).
- All statements must be approved by the **Headmaster** to excuse the absence.

1.2.1 Absences due to Illness

A doctor's note is required for absences due to illness lasting more than two consecutive days.

1.2.2 Absences for Participation in Athletic Associations

- Absences resulting from participation in other athletic associations are **recorded** but are considered **excused**.
- A letter confirming the student's participation must be submitted to the school.

1.2.3 Absences for School or National Representation

- Absences will **not be recorded** for students representing the school or Cyprus.
- A letter confirming the student's participation in the event must be submitted to the school.

1.2.4 Absences for External Exam Re-Sit

- **Day Prior to the Exam:** Students are granted a **1-day excused absence** to prepare.
- **Day of the Exam:** No absences will be recorded for students taking the exam.

1.2.5 Submission of Valid Excuse Letter and Doctor's Note

- Valid excuse letters and/or doctor's notes **must** be submitted to the school **on the day the student returns**.
- The letter or note should be handed directly to the school secretaries, **except** in cases where the student has missed a test. If a test has been missed, the student must follow the steps outlined in the **Procedure for Eligibility for Make-Up Tests** section found in the **Make-Up Test Policy**.

1.2.6 Excessive Absences (Exceeding 120 Days)

Years 1–6:

- Students who exceed **120 absences** will **not** be promoted to the next academic year, regardless of their academic performance.
- The student must undergo **re-examination in June**.
- The student may not be accepted for registration the following academic year.
- Participation in school activities such as excursions, trips abroad or the talent show may be **restricted** during the current and following academic year.

Year 7:

- The student's **Leaving Certificate** will indicate "**Unsatisfactory Attendance**".
- The student must undergo re-examination in June.
- The student may not be permitted to participate in school activities, such as school excursions, school trips abroad or the talent show during the current academic year.

1.3 Early Dismissal

Permission for Early Dismissal:

- Students may only leave school before **1:55 pm** with prior written permission from the **School Nurse** or a **Headmaster**.
- When requesting permission, students are not allowed to bring their **bags** or **mobile phones** to the office.

Parental Authorization:

- For the safety and well-being of all students, parents/guardians are asked to refrain from picking up their child during school hours without prior authorization.
- Students may only be released early with written permission granted by the **School Nurse** or **Headmaster**.

Procedure for Early Pick-Up:

- Parents/guardians must contact the **school office** in advance to arrange early dismissal and receive permission from the **Headmaster** or **School Nurse**.
- This procedure ensures that students' whereabouts are properly tracked throughout the school day.

Unauthorized Early Departure:

- Leaving school without proper authorization will result in penalties as outlined in the **Discipline Categories** table found in the **Discipline Policy**.

Repeated Early Dismissal Procedure:

- If a student repeatedly leaves school during the 7th or 8th periods (more than twice), even with prior permission the parents will be notified via email, requesting a signed letter to justify the absences.
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