



The
Grammar
School
Nicosia



ABSENCES LATENESS & EARLY DISMISSAL POLICY

POLICY APPROVED: JUNE 2025

NEXT REVIEW DATE: JUNE 2026

PERSON IN CHARGE: MR STEPHEN PATSALOS
(HEADMASTER OFFICE)

Contents

Absences Lateness and Early Dismissal Policy.....	2
1.1 Punctuality and Attendance	2
1.2 Absences	3
1.2.1 Absences due to Illness.....	3
1.2.2 Absences for Participation in Athletic Associations	3
1.2.3 Absences for School or National Representation	3
1.2.4 Absences for External Exam Re-Sit.....	4
1.2.5 Absence during School trips	4
1.2.6 Submission of Valid Excuse Letter and Doctor's Note	4
1.2.7 Excessive Absences (Exceeding 120 Days).....	4
1.3 Early Dismissal.....	5
1.3.1 Permission for Early Dismissal due to Illness	5
1.3.2 Early Dismissal for other Reasons	5

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:

- **Late arrivals (within 5 minutes):** Students must go directly to class. The teacher will mark them as late in the Attendance Sheet.
- **Late arrivals (after 5 minutes):** Students must obtain written permission from the Headmaster or Deputy Headmaster before being allowed into 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 (periods)** 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 Absence during School trips

School trips are mandatory and form an integral part of the school's activities; all students are required to attend. Exceptions are only granted in cases of illness, verified by a doctor's certificate, which must be submitted to the school nurse or secretaries on the first day the student returns to school.

1.2.6 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**.

1.2.7 Excessive Absences (Exceeding 120 absences(periods))

Years 1–6:

- Students who exceed **120 absences** will **not** be promoted to the next academic year, regardless of academic performance.
- OR
- The student must undergo **re-examination in June**.
- 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 may be re-examined.
- 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

Written permission is required for a student to leave the school premises before 1:55 pm. Leaving without proper authorization will result in penalties as outlined in the Discipline Policy.

When visiting the headmaster or nurse to request permission, students are not allowed to bring their **bags** or **mobile phones** with them.

Important Notice:

- If a student repeatedly leaves school during the 7th or 8th periods (more than twice), even with permission, an email will be sent by the Head of Year to their parents, requesting a signed letter justifying their absence.
- If this behaviour continues, the case will be referred to the Discipline Committee to address the issue as outlined in the Discipline Policy.

1.3.1 Permission for Early Dismissal due to Illness

Students feeling unwell must visit the nurse. If needed, the student will be granted permission **by the nurse** to leave school. If permission is granted, **only then the student can contact their parents/guardians** for collection.

- The parent/guardian **must** sign the form “Early Pick Up Form”, found at the front desk, **before picking them up**.

1.3.2 Early Dismissal for other Reasons

If a student must leave school for personal reasons or due to a prior planned appointment that requires them to leave school earlier (e.g., citizens office, driving exams or doctor’s appointment), permission must be requested from one of the headmasters (not the school nurse). The following process should be followed:

1. The **parent/guardian must call the school secretary** to inform them of the time the student needs to leave, so the information can be logged in the system.
2. The **student must obtain permission** directly from one of the **headmasters (not the nurse)**.
3. If the headmaster grants permission, the parent/guardian **must sign** the “**Early Pick-Up**” **Form**”, found at the front desk, **before picking them up**.