



THE GRAMMAR
JUNIOR SCHOOL



Attendance and Lateness Policy

POLICY APPROVED: SEPTEMBER 2026

NEXT REVIEW DATE: JUNE 2027

PERSON IN CHARGE: MRS ANNA KONI

INTRODUCTION:

Regular and punctual attendance is essential for students to maximize their learning opportunities and develop positive habits. These regulations outline the school's expectations for attendance and lateness, and the procedures to follow when a student is absent or late.

ABSENCE PROCEDURES

Notification: Parents/guardians must notify the school of their child's absence **by 8:15AM** on the day of absence or the day before.

Parents can send relevant information about their children's absence via SMS message.

The first contact should be an SMS message sent to 96079022.

The specific number will serve the exclusive purpose of its use, which concerns the two-way information about student absences.

Communication for any other purpose, as well as informing parents/guardians about any other matter, will continue to be carried out through the means that were in effect until today. Parents can send relevant information about their children's absence, via message.

Contact the class teacher by one of the following:

- Email
- Submit the **"STUDENT ABSENCE"** form
- Phone call

Contact the School by one of the following:

- School Phone: **22695600**
- School secretary by email: [**marilena.assou@thegrammarschool.net**](mailto:marilena.assou@thegrammarschool.net)

Reason for Absence: Parents/guardians must provide a clear and specific reason for the absence.

Medical Documentation: For absences exceeding **[5]** consecutive days, or for frequent absences due to illness, a doctor's note or other medical documentation should be submitted.

Unexcused Absences: Absences without a valid reason or proper notification will be considered unexcused.

Extended Absences: For planned absences exceeding **[5]** school days, parents/guardians must submit a written request to the school administration at least **[2]** weeks in advance.

Make-Up Work: Students are responsible for completing any missed work. Parents/guardians should contact the teacher to arrange for make-up work.

LEAVE PERMIT

If your child needs to leave school, before the end of the school day, or needs to be absent for a number of teaching periods, you should inform the class teacher. Complete the **"STUDENT LEAVE PERMIT"** form at the front desk. No child may leave the school premises without previously informing the school and obtaining the relevant permission.

LATENESS PROCEDURES

- **Reporting to the Office:** Students arriving late must report to the school office with a parent/guardian and submit the completed, "STUDENT LATE ARRIVAL" form.
- **Reason for Lateness:** Parents/guardians must provide a reason for the lateness.
- **Excessive Lateness:** Frequent or excessive lateness will be addressed through communication with parents/guardians and may result in further action.
- **Impact on Learning:** Students arriving late disrupt the learning environment and may miss important instructions.

Consequences of Poor Attendance/Lateness:

- **Communication with Parents/Guardians:** The school will communicate with parents/guardians regarding attendance concerns.
- **Attendance Improvement Plan:** If attendance concerns persist, an attendance improvement plan may be developed in collaboration with parents/guardians.
- **Referral to School Administration:** Continued attendance issues may be referred to the school administration for further action.
- **Referral to External Agencies:** In cases of chronic absenteeism or suspected neglect, the school may be required to refer the matter to external agencies.

Parental Responsibilities:

- Ensure their child attends school regularly and punctually.
- Notify the school of absences promptly and provide a valid reason.
- Provide medical documentation when necessary.
- Communicate with teachers regarding make-up work.
- Cooperate with the school to address attendance concerns.
- Schedule appointments and vacations outside of school hours whenever possible.

School Responsibilities:

- Maintain accurate attendance records.
- Communicate with parents/guardians regarding attendance concerns.
- Provide support and resources to address attendance issues.
- Implement attendance improvement plans when necessary.
- Monitor and address excessive lateness.
- Refer cases of chronic absenteeism or suspected neglect to appropriate authorities.