Attendance for Students Policy

Parents' Responsibilities for Student Attendance
● Parents will support their children with responsible attendance at school in order to ensure they attend greater than 90%, are on time to school each morning, and communicate with the secondary office when absences are unavoidable.
● Parents must apply for a leave of absence by formally emailing the school by contacting the divisional secretaries as far in advance as possible and no later than 8:00 AM on the date requested.
● The office will let you know if your child has exceeded ten absences, in which case further leave of absence will not be accepted.

Student Attendance Requirement
As per the organizations that accredit ISD, which include the Council of International Schools (CIS) and the New England association of schools and colleges (NEASC) as well as the International Baccalaureate organization (IBO), students are required to attend 180 days of school. Of these 180 days, students require 90% attendance for each year of school. This is equivalent to a maximum of 18 absences each school year. Any further absences may result in retention.

Monitoring Student Absences
Managebac records daily student attendance and overall attendance is tracked by the Secondary Office to monitor students with increasing levels of absences.
Parents will be notified at the following points of absence:
● 10th absence – an email/letter is sent to the student and parents communicating an attendance
concern and requesting a meeting.
● 15th absence – a meeting with the student and parents to sign an attendance contract which (based on which grade the student is in and how the current academic performance is) will specify requirements of attending sessions after school and/or a summer course to make up for lost time or both of those above if the student crosses the 18-day limit.
● 20th absence – Parents are notified that the limit has been reached. A further absence may result in weekend special attendance requirements.

International School Dhaka
Plot 80, Block E, Bashundhara R/A
Dhaka - 1229, Bangladesh
Tel: (88 02) 8431101-7, Mob: 01819 231100
E-mail: info@isdbd.org, Web: www.isdbd.org

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