



## SCUOLA EUROPEA di VARESE

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# Internal policy concerning the absences of pupils

## Nursery and Primary

### 1. Recording of absences

The school shall keep a record and daily register of pupils' absences. At the end of each semester/term, the school shall draw up a list of absences for each pupil. Unauthorized absences will be clearly identified and will be dealt with according to their circumstances.

### 2. Absences

- a) In the event of a pupil being unable to attend school, the pupil's parents/legal guardians will inform the school giving also the reason via email on the day of absence before 9.30 am. Please use this email address: [var-assenze@eurisc.eu](mailto:var-assenze@eurisc.eu) (please c/c also the secretary, [susanna.cernuschi@eurisc.eu](mailto:susanna.cernuschi@eurisc.eu) and the class teacher).
- b) Without written notification from the pupil's parents/legal guardians or production of a medical certificate, such absences shall be regarded as unauthorized and indictable by the Director. In the case of a child having 5 such absences, the Director will request a meeting with the parents for clarification.
- c) Where a pupil contracts an infectious disease, the pupil's legal representatives must notify the Director in writing and adhere strictly to the rules laid down by the Administrative Board, drawn up in agreement with the School Medical Service, on the containment of infectious diseases, in particular as regards quarantine for him/her and other pupils living under the same roof. The pupil shall be readmitted to the school only on production of a medical certificate from a doctor recognized by the local health authorities or from the school doctor. <https://www.euriscva.eu/en/home/services/medical-service/> .
- d) The Director may, if he/she considers it necessary, have the pupil examined by the school doctor.
- e) Materna's pupils and Primary's pupils shall comply with the same School Guidelines.

### **3. Absences on personal grounds**

- a) Only the Director, not the Class Teacher, may give a pupil permission to be absent from school. In the event that your child cannot attend school due to personal reasons, please inform the Primary Director, Ms Antonella Selvaggio. Please use the following email address: [var-assenze@eursc.eu](mailto:var-assenze@eursc.eu). Ms Selvaggio or the Assistant to the Deputy Director, Ms Nelly Gastineau, will give you a feedback. Except in cases of force majeure, the pupil's parents/legal guardians must apply for such permission at least one week in advance. Applications must be made in writing, indicating the period of absence and giving reasons. Permission may be granted for a maximum of two days plus reasonable travelling time.
- b) Except in cases of force majeure, permission may not be granted for the week preceding or the week following school holiday periods or public holidays.

### **4) Consequences of absences**

- a) Should repeated unauthorized absences continue to occur, a Discipline Council will be organized.
- b) In the event of unauthorized absence for more than 15 consecutive school days, the pupil shall be deemed to have left the school. The pupil's parents/legal guardians shall be so informed by registered letter.
- c) If, at the end of the first term or semester, the number of absences (authorized or unauthorized) seems likely to exceed 18 days, the Director will warn the pupil's parents/legal representatives of the risk of non-promotion. Retroactive authorizations cannot be requested from the Director.