AARHUS
INTERNATIONAL
SCHOOL

AIS Planned Student Leave Policy (PYP 4 - MYP 5)

Regular attendance at school is essential if your child is to achieve their educational best and thrive in our school environment. When students attend school every day, learning is enhanced, consistency is established, and students create strong relationships with their teachers and peers. Taking extended absences may not only affect your child's learning but may also influence their promotion to the next grade level.

To qualify for an extended leave (more than 3 days), approval from the school must be obtained, otherwise, the student concerned will be marked as absent.

The purpose of the policy:

- To support student attendance
- To ensure the school receives advance notification of leave in light of classroom planning

Attendance requirements at AIS are guided by attendance standards for Danish state schools

"*Your child must attend school every day, unless the school gives permission for your child to stay at home. If your child has an unapproved absence rate of 15% in a quarter (January-March, April-June, July-September, October-December), you risk the withdrawal of child and youth benefit for a quarter. An unapproved absence rate of 15% in a quarter is typically equivalent to 6–9 days*".

For more information, please click on the link here:

https://www.uvm.dk/-/media/filer/uvm/i-fokus/tema/fravaersregler/pdf20/200505--faktaark-uk.pdf

When you withdraw your child from school for a period, you are assuming responsibility for your child's schooling for the duration of their absence.

Students at AIS already enjoy generous holiday periods throughout the year and we strongly encourage and recommend that families use their time for travel during school holidays. If travel during the school term is necessary, parents should fill in an Application for Extended Leave form (which can be found on the school's website under the tab "**Our Community**") and submit this form to the Programme Principal at least 14 days prior to the planned date of departure.

We recognise that we are an international school and that under certain circumstances it may be necessary for parents to request time away from school(leave) for their children.

Shorter school absences due to illness, doctor's appointments

When a student is absent (due to illness, dentist, or doctor's appointment) from school, a message must be posted on Toddle explaining this absence.

Please be aware

- Prolonged absence from school may have a significant impact on your child's learning.
- In PYP 4-8 students' work will not be marked/graded, assessed, or reported on while they are absent from school. (If a student has missed the content and learning experiences at school it is not possible to grade their work).
- Teachers in PYP4-8 are not expected to provide individualised work packets for students while they are on extended leave, but students are encouraged to write a daily journal or prepare a presentation of their time away from school to share with their classmates.
- MYP students may complete homework tasks as noted on Toddle and these tasks will be assessed in the usual way.
- All students have the option and are encouraged to go on online platforms such as Mathletics, Get Epic, IXL while they are absent from school.
- Parents are expected to keep up to date with information that is posted on Toddle.

Process for requesting leave

- Requests for leave for a period of 1-3 days should be directed in writing to your child's homeroom teacher and noted on Toddle.
- Requests for leave for a period of more than 3 days should be applied for by filling out this form: Extended Student Leave – Fill out form
- The Application for Extended Leave should be submitted no later than 2 weeks prior to the date of departure. This ensures that there is sufficient time to process the application.
- Where requests for leave for these periods are made for family travel, families should state clearly the purpose of the leave.