

# Attendance Regulations, Pre-IB + IB Aarhus Gymnasium, Tilst

## **Attendance**

- All students are required to attend all lessons punctually, hand in all written assignments on the designated date, and take part in all written and oral exams.
- At Aarhus Gymnasium, Tilst we expect our students to participate actively and constructively in the learning process.
- Students are responsible for managing their time so that schoolwork is appropriately completed.
- Homework must be completed properly on time and is a fundamental requirement of being an active student.

## **Absence**

- The term "Absence" is used for both non-attendance of classes, arriving late for class.
- Absence is taken by the teacher in every lesson and registered in electronic form in the school's "Selvbetjeningen" (the school's administrative system). These data are checked regularly by the Pre-IB or IB Coordinator, the Homeroom Teacher, and the Student Counsellor.
- We advise the individual student strongly to share their access code to "Selvbetjeningen" with their parents for support and follow-up.
- The student is responsible for providing reasons for absence in "Selvbetjeningen." This information will only be visible to the school staff.
- All absences will be registered whatever their cause. Only absences due to student council work can be approved administratively in "Selvbetjeningen". Regarding absences due to other school-related activities, the student must provide a detailed note in "Selvbetjeningen," and this absence will be disregarded at ensuing meetings.
- Absence lasting 1-2 school days should just be registered in "Selvbetjeningen." If a student is absent for more than 2 days, they must contact their student counsellor in writing.
- Official school holidays must be observed, and prolonged holidays disregarding the school's vacation period are not acceptable. Students who choose to travel during term time will not have their absence approved nor disregarded and may be issued with an official warning for absence.
- A student who is absent due to surgery or short-term illness may have their absence disregarded if they can provide medical documentation. The student counsellor must be informed immediately.
- The pre-IB Intro Trip and the IB Study Trip are a vital part of the school's educational concept and curriculum and require the participation of all the students embarking on the programmes.

## Written Absence

- The term "Written Absence" refers to the missing of a deadline.
- Written absence is generally not accepted unless legitimate reasons are brought forward and an extension agreed on with the subject teacher before the stipulated deadline.
- Written assignments must be completed to the best of the student's abilities and handed in on time. Failure to do so will result in an absence registration for the assignment. Teachers are allowed to let the students work with the assignment during classes until it is completed.
- A student with multiple written absences or absences relating to a large written task (e.g., an IA) will be required to attend the school's mandatory homework café.
- If a student hands in an assignment after the deadline, the student must inform the teacher that the assignment has now been submitted. They cannot expect the written absence registration to be removed immediately.

## Exams

- Absence from exam activities is not acceptable.
- Absence from the following exams requires a doctor's note:
- **Pre-IB:** General Science, General Linguistics, HRP oral and end-of-year exams.
- **IB:** Mock Exams and May Exams, including any components contributing to a student's final exam grade.
- Students must contact their coordinator or student counsellor as soon as possible if they are ill on an exam day.

## Sanctions

- The school operates with the following sanction system:
- First warning → Final warning → Expulsion
- If the school evaluates that a student's amount of absence is unacceptable, the student will be given a written first warning. A copy is sent to parents if students are under 18 years of age, typically in e-boks.
- Students who still do not comply with the attendance regulations after the first warning will be given a final written warning.
- Students who still do not comply with the attendance regulations after the final warning will be expelled. The school may decide to revoke a student's right to SU before the final sanction of expulsion.
- All written warnings are valid for one year from the date of issue.