

Cornelia International Schools

Holidays and Absences Policy

Purpose of the Policy

Regular school attendance is vital for a child's academic progress, emotional well-being, and social development. At Cornelia International Schools, we aim to work in partnership with parents to ensure that pupils attend school consistently and punctually. This policy outlines procedures and expectations regarding school holidays, absences, and lateness.

Term Dates and Holidays

- The academic year is usually divided into **three terms**:
 - **First Term**: September – December
 - **Second Term**: January – April
 - **Third Term**: April – July
- **Official school holidays** follow the published school calendar and include:
 - Mid-term breaks
 - Term breaks
 - National public holidays (e.g., Independence Day, Workers' Day, Eid, Christmas, etc.)

 *All term dates and holiday schedules are communicated at the start of the academic year. Any changes will be shared with parents via notices, emails, or SMS.*

Taking Holidays During Term Time

- Parents are **strongly discouraged** from taking children on vacation during school term time.
- **Absences for family holidays during term time will not be authorized**, unless in **exceptional circumstances** (e.g., bereavement, emergency travel).

- Requests for exceptional leave must be submitted **in writing** to the school head at least **two weeks in advance**.
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Absences Due to Illness or Emergency

- If your child is **unwell** and unable to attend school:
 - Please notify the school via phone, email, or WhatsApp **by 8:00 a.m.** on the first day of absence.
 - For absences exceeding **2 consecutive days**, a brief note or **doctor's report** may be required.
 - If your child has a **contagious illness** (e.g., chickenpox, flu, COVID-19, conjunctivitis), please inform the school immediately and keep them home until cleared to return.
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Planned Absences

- For **appointments** (e.g., visa, dental, family event), parents must inform the school **at least 24 hours in advance**.
 - Absences for planned events must be minimal and not affect core school activities or assessments.
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Lateness and Early Pick-Up

- School gates open at **7:00 a.m.** and close at **8:00 a.m.**
 - Pupils arriving **after 8:00 a.m.** are marked as **late**.
 - Consistent lateness affects learning and may result in meetings with the school administration.
 - For **early pick-ups**, parents must:
 - Inform the school office beforehand
 - Sign out the child at the front desk
 - Provide a valid reason for the early dismissal
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Monitoring Attendance

- Attendance is recorded daily and monitored regularly.

- Concerns regarding frequent absences or lateness will be addressed in writing and may lead to:
 - Parent meetings
 - Attendance improvement plans
 - Reports to appropriate authorities in persistent cases
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Make-Up Work

- Teachers will support children in catching up on missed work due to absence. However:
 - It is the **parent's responsibility** to ensure the child completes missed assignments.
 - Long absences may impact academic progress and assessment results.
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Communication is Key

We ask all parents and guardians to maintain **open communication** with the school regarding any circumstance that may affect their child's attendance.

-  Email: corneliaschoolng@gmail.com
-  Phone: 09088765066 / 0809990531