



COLEGIO BILINGÜE NEW HORIZONS

Attendance Policy

A. Purpose

The school is committed to safeguarding the well-being of our students and therefore expects all staff members, students, parents and guardians, and visitors to share this commitment. New Horizons School recognizes the need to ensure, to the greatest extent possible, the safety and well-being of our students and has therefore established an attendance procedure. This procedure is intended to outline the steps to be followed when a student is absent from school under any of the school's Learning Modalities.

This policy provides students, parents and guardians, and staff members with guidelines and instructions regarding student absences under any of the school's Learning Modalities.

For the purposes of this document, the following terms shall be used:

Student: Any student enrolled at New Horizons School, regardless of age, as well as any visiting minor.

Staff Member: Any individual employed by New Horizons School, regardless of their position or title.

To prevent potentially risky situations from escalating, New Horizons School adheres to the following principles:

- The well-being of the student is our priority, and every student has the right to be protected from harm and exploitation. A student's well-being shall be safeguarded regardless of their race, religion, abilities, disability, gender, or culture.
- All students must be and feel safe at school.
- Every student has the right to receive strategies and develop skills that help them keep themselves safe.
- All adults in the school community must demonstrate a commitment to safeguarding the students with whom they work.
- At New Horizons School, we work collaboratively with parents, guardians, and other professionals to ensure the protection and safeguarding of our students.



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- The well-being of our students is our priority.
- All students have equal rights to protection and safeguarding; however, we recognize that, in some cases, additional support may be required. These circumstances may include special educational needs, disability, gender, religion, and sexual orientation.

B. Scope and Objectives

New Horizons School aims to:

- Provide a safe and welcoming environment that promotes the growth and learning of our students.
- Define the systems and procedures in place to ensure that students remain safe within the school.
- Raise awareness among all staff members and parents and guardians regarding issues related to student absences.
- Ensure effective communication between staff members and parents and guardians regarding student absences.
- Clearly communicate the Attendance Policy to all individuals involved, including students, parents, guardians, and tutors.

The Attendance Policy shall be endorsed and signed by the General Director. This policy shall be adopted and implemented at all levels of the organization.

C. Responsibilities

- Safeguard and uphold the rights of minors.
- Protect the personal privacy of minors.
- Raise awareness and provide clear guidelines and procedures for addressing matters related to student absences.
- Report any concerns related to student absences to the Designated Safeguarding Lead.

D. Procedure for Reporting Student Absences in Any Learning Modality

- When a student has been absent for more than three consecutive days without prior notice, a Section Assistant shall contact the student's parents or guardians by telephone to determine the reason for the absence.



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- If there is no response to the telephone call, the Assistant Principal of the corresponding section shall send an email indicating the date and time the telephone call was made.
- If, on the fourth day, the student does not attend school and no response has been received to the email, a second attempt shall be made to contact the student's parents or guardians by telephone. This second call shall be made by the Assistant Principals of the corresponding section.
- If there is no response to the second telephone call, the Section Director shall send an email, copying the Designated Safeguarding Lead and Safeguarding Deputy, indicating the date and time the telephone call was made.
- If, on the day following the sending of the second email, the student does not attend school and no response has been received to the email, the Designated Safeguarding Lead and Safeguarding Deputy, together with the Section Director and General Director, may determine the appropriate steps to be taken to attempt to contact the family.