

Attendance policy

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Attendance Policy at ALASCA

This document describes the agreements and rules concerning attendance at ALASCA. Attendance issues include lateness, authorized absence, unauthorized absence, and illness. The attendance officer systematically monitors all students' attendance to identify concerning patterns or legally unauthorized absences. Mentors also keep continuous track of their students' attendance. Depending on the type of absence, the school will take further action.

Reporting absences

Parents/guardians must report their child's absence before 8:30 a.m. via verzuim@alasca.espritscholen.nl. The report must include the date, time, and duration of the absence, as well as the reason. Absences must be reported each day the student is absent.

The attendance officer may contact the parents/guardians by phone for clarification and records the absence in Magister, so teachers can see which students are reported absent.

If parents/guardians fail to report the absence on time, the absence will be considered unauthorized.

Absences must always be reported in advance; attendance cannot be adjusted retroactively. This means it is not possible to correct or revise absences after the school day has ended. Please ensure all notifications are made promptly and according to the procedure to prevent unauthorized absences.

Going home sick

If a student becomes ill during the school day and wishes to go home, they must report to the attendance officer or concierge.

The school will contact home before giving permission to leave.

If parents/guardians cannot be reached, the student must either:

- call the school upon arriving home, or
- return to class and try again later.

A student may not leave school without permission.

Being late

When a student arrives late, they must report to the attendance officer. If they fail to do so, the lateness may be recorded as unauthorized absence. Being late is only accepted if prior permission has been granted by a parent/guardian via email. If a student is more than one hour late, this is recorded as an absence.

Consequences for being late:

- **After 3 times:** The student must report to the attendance officer at 8:30 a.m.

- **After 6 times:** The student must again report at 8:30 a.m., and parents/guardians are informed by email.
- **After 9 times:** The student must report at 8:30 a.m. for three days and has a meeting with their mentor and parents/guardians.
- **After 12 times or more:** The student is called for a (preventive) meeting with the compulsory education officer.

If being late continues, the student is reported to the compulsory education authorities (via DUO¹).

Unauthorized absence

Teachers must record attendance in Magister within 30 minutes after class begins. The attendance officer checks these records and may contact parents/guardians if the absence appears unauthorized. The reason for the absence is logged in Magister. Parents/guardians can view their child's attendance record in Magister.

First and second unauthorized absences

After two instances of unauthorized absence, the student and parents/guardians receive a warning email. If there is doubt about the reason for absence, the school will contact parents/guardians directly.

Third unauthorized absence

After three instances, the student must attend a make-up session organized by the mentor team. Each mentor team holds a weekly make-up afternoon for students who have been absent without permission. The attendance officer registers students for this and informs parents/guardians by email.

Fourth and fifth unauthorized absences

After four or five instances, the student is called in for a preventive meeting with the compulsory education officer at school. These meetings are scheduled during a specific time slot each school period.

Sixth unauthorized absence

After six instances, the student is officially reported to the Compulsory Education Service (DUO). Parents/guardians are notified, and additional measures may be taken.

Accelerated Intervention

If unauthorized absences increase rapidly, the attendance officer may report the student directly to the compulsory education officer without waiting for all previous steps.

¹ Dutch Education Authority

Concerning (sick) absence

Concerning absence can be either authorized or unauthorized and includes situations such as:

- prolonged illness,
- suspected false sick reports, or
- frequent absences across several lessons per week.

When a student shows concerning absence, the mentor - possibly with help from the attendance or care coordinator—takes appropriate steps to reintegrate the student into lessons.

Actions for concerning (sick) absence

- The mentor contacts parents/guardians (after being alerted by the attendance officer).
- They discuss the student's well-being, make agreements about schoolwork, and set a return date.
- These agreements are recorded in Magister.
- If the student does not return by the agreed date, the mentor contacts the parents/guardians again.
- If concerns persist, the mentor informs the care coordinator.
- A meeting may be organized with the student, parents/guardians, mentor, and possibly the youth doctor and/or compulsory education officer.
- The mentor or care coordinator monitors follow-up actions.

In Amsterdam, the following criteria (based on the M@zl guidelines, in consultation with the GGD) are used:

- Prolonged illness: student is sick for at least 7 consecutive school days.
- Frequent illness: student has 4 or more illness periods (of one or multiple days) in the last 12 weeks.
- Questionable illness: unclear or suspicious reasons for absence, such as vague complaints, frequent illness reports on certain days or during specific lessons, or late notifications.

Luxury leave

This refers to absences due to vacation taken outside official school holidays without permission from the school principal or compulsory education officer. In such cases, personal interest takes precedence over school attendance. An example is a sick report directly before or after a school holiday, when the school suspects it is actually a vacation. The school reports such luxury leave to the compulsory education officer.

Additional leave

The principles for granting leave can be found in:

- Application form: [Leave due to exceptional circumstances](#)
- Application form: [Vacation leave](#)

Procedure for applications

1. Parents/guardians submit a leave request via the attendance officer using the application form.
2. If the request concerns more than 10 days, the attendance officer forwards it to the compulsory education officer.
3. School management decides to approve or reject the request and informs the attendance officer.
4. The attendance officer records approved leave in the central attendance register.
5. Rejected leave requests are also recorded so that, if the student is absent or reported sick during that period, the case can be reported to DUO.