



ISW

Absence protocol

TRANSLATION FROM RLW VERSION 11 FEB 2026



INTERNATIONAL SCHOOL WASSENAAR
RIJNLANDS LYCEUM

ABSENCE PROTOCOL

Frequent absence from school greatly impacts student progression. Learning is fundamental to a child’s development, which is why regular school attendance is vital. Consequently, it is important to prevent school absenteeism or to address it as quickly as possible.

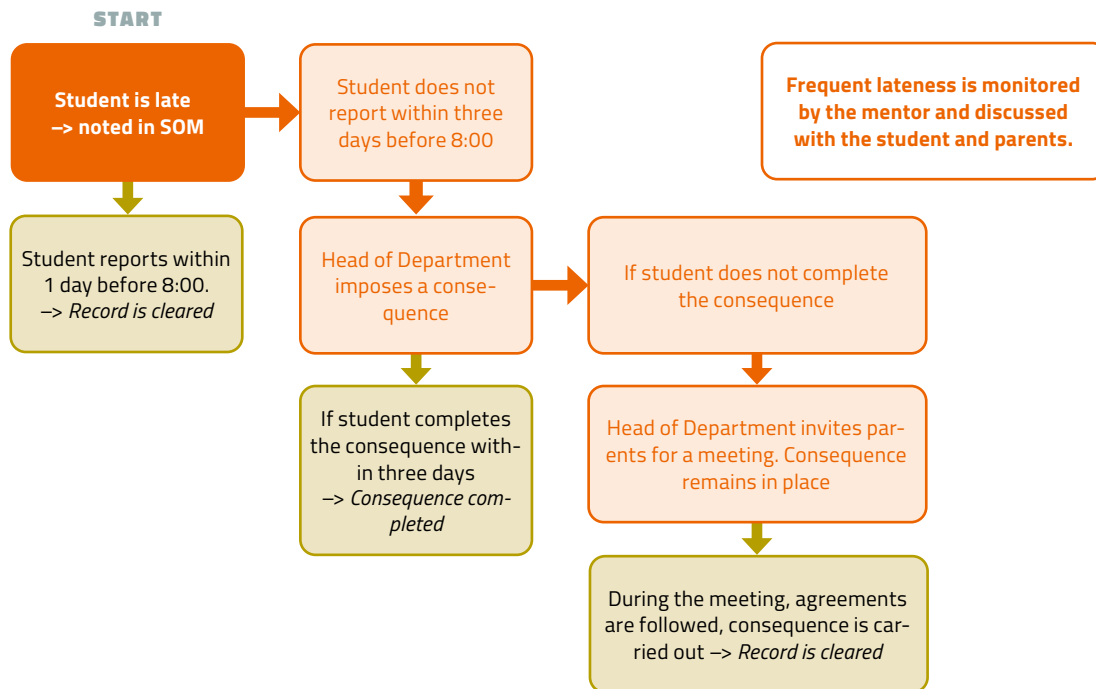
ISW’s attendance policy is aimed at reducing student absenteeism to a minimum. Preventing and reducing absenteeism is a shared responsibility of the school, parents, and students, and this is only possible when there are clear agreements between the different parties about the division of responsibilities. ISW’s attendance protocol clearly shows, through flowcharts, how ISW identifies, reduces, and prevents absenteeism.

IN INSTANCES OF LATENESS, UNAUTHORIZED ABSENCE, AND REMOVAL FROM CLASS

Cause	Procedure	Action by ISW office	Action by Mentor/Teacher	Action by Deputy Headteacher	Non-compliance	Further non-compliance
Late (L)	Report before 8:00 a.m. (the following morning)	Informs the student of the procedure and makes a note in SOM	Mentor speaks with the student when they are late 4 times	—	Student is spoken to by the Deputy Headteacher	Deputy Headteacher contacts mentor & parents, makes appropriate agreements
Unauthorized absence (U)	Consequence for unauthorized absence	Informs the student of next steps	Speaks with the student about pending consequences and processes successful completion of the consequence in SOM	—	Student is spoken to by the Deputy Headteacher	Deputy Headteacher contacts parents and makes appropriate agreements
Sent out of class (S)	Student reports to the Deputy Headteacher’s office, completes ‘Sent Out’ form and discusses the incident. Student returns at the end of the lesson to apologise to the teacher and completes consequences as agreed with the Deputy Headteacher	—	Post-lesson, student apologises to teacher in the presence of Deputy Headteacher.	Records the removal from class in SOM and assigns appropriate consequences	Student may not enter the next lesson; parents/guardians will be informed	Deputy Headteacher holds a meeting with student, mentor and parents/guardians.

FLOWCHARTS FOR HANDLING ABSENTEEISM

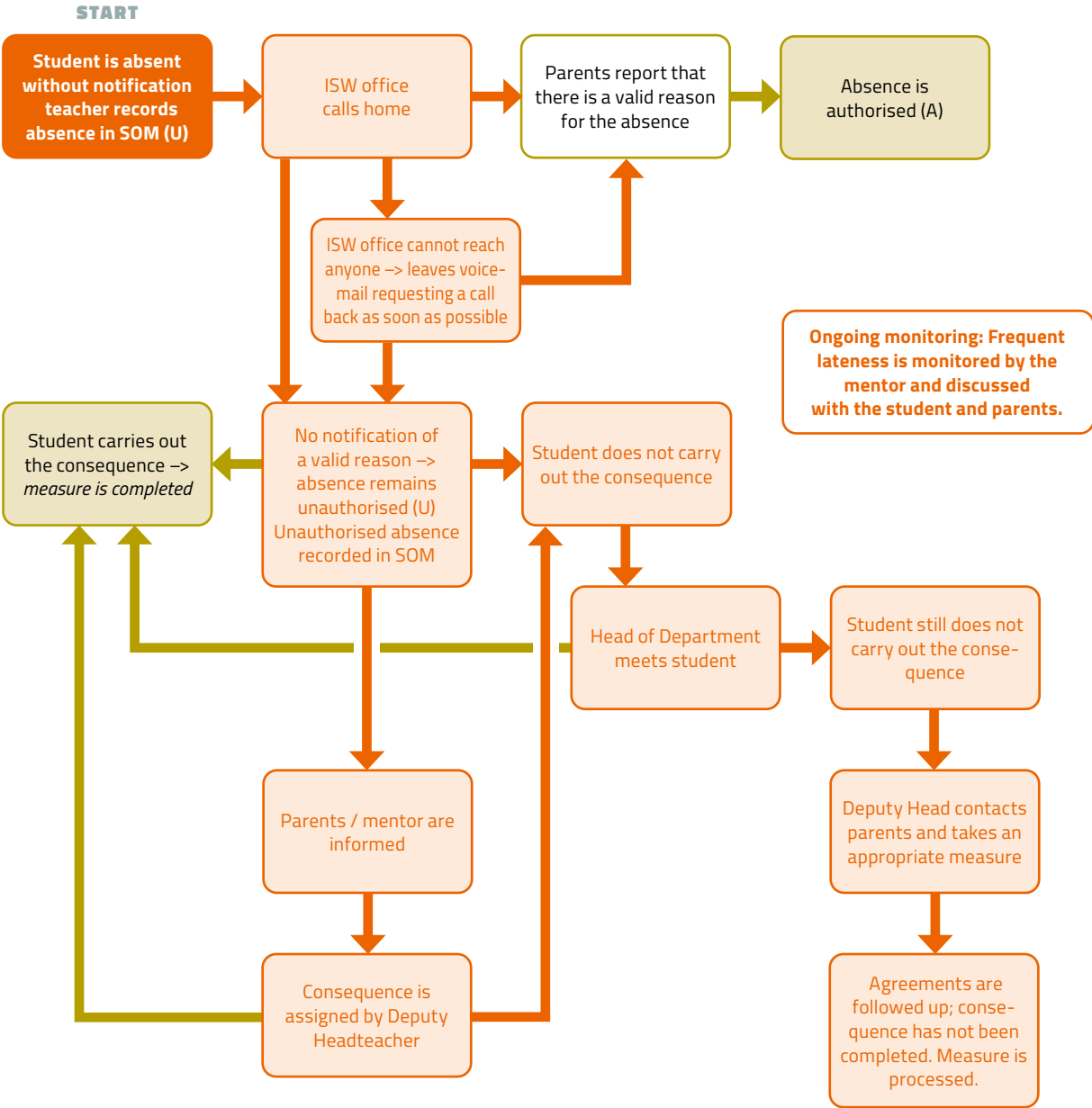
ARRIVING LATE: Who does what and at what time



ACTIONS FOR CUMULATIVE UNAUTHORIZED ABSENTEEISM (LATE / UNAUTHORIZED ABSENCE)

(Absence Count)	Action	Report to LPA	Action	Action by Mentor	Action by Head of Department (Follow-up)
4x L / U	1st action: approach for initial absence	—	Office informs mentor about 4x cumulative absence	Mentor holds conversation with student	—
8x L / U	2nd action: approach for initial absence	—	Office informs mentor and Deputy Head. Deputy Head sends formal warning to parents, student, CC mentor	Mentor conducts absence meeting with student and parents; report recorded in SOM	—
12x L / U	3rd action: approach for initial absence	1st compulsory education report (concerning absence)	Reports to LPA and sends formal message to parents and student; CC mentor/ head of department	—	—
16x L / U	4th action: approach for initial absence	2nd compulsory education report (concerning absence)	Reports to LPA and sends formal message to parents and student; CC mentor/ head of department	Mentor preferably attends absence meeting	Deputy Head (and mentor) conduct absence meeting with student and parents; report in SOM
20x L / U (within 4 weeks)	Official absence report (compulsory)	DUO report for relative absence by head of administration	Head of admissions reports to DUO and Deputy Head sends formal message to parents and student; CC mentor/head of department	Mentor preferably attends absence meeting	Deputy Head (and mentor) conduct absence meeting with student and parents; report in SOM

ABSENCE (ATTENDANCE) FLOWCHART: Who does what, and when?



ACTION PLAN FOR SICKNESS ABSENCE

Frequency	Report to LPA	Action by ISW Office Staff	Action by Mentor / Deputy Head-teacher	Action by Support Coordinator
After 4 consecutive days of absence	—	Informs Mentor	Contacts parent(s)/guardian(s) and checks student's wellbeing. Mentor records agreements in SOM	—
At the 4th sickness report within 12 school weeks OR sickness lasting 2 weeks or longer OR other reasons for concern	—	Informs mentor	<ol style="list-style-type: none"> 1 Deputy Head contacts parents and maintains contact 2 Requests parental consent for referral to Youth Health Care (JGZ) (in cases of concern or suspected underlying issues). 3 Completes the JGZ referral form together with the support coordinator. 	<ol style="list-style-type: none"> 4 Completes the referral form where necessary 5 Sends it together with the attendance officer to the school doctor. Records this in SOM. 6 After feedback from the school doctor, the referral form (including feedback) is uploaded to SOM by the support coordinator. 7 If parents do not give consent or do not respond to the JGZ invitation, the care coordinator reports this to the Attendance Desk (DUO). 8 Reports the absence as unauthorised via DUO if JGZ follow-up does not take place, and informs parents.
NB	If a student fails to attend an appointment with the school doctor twice , a report is made to Compulsory Education (Leerplicht) .	—	In consultation with the support coordinator, and after discussion with the student and parents, it may be decided not to proceed with a referral to the school doctor. The mentor records this decision in SOM.	—

SENT OUT: WHO DOES WHAT AND WHEN?

