



Gyeongnam International Foreign School

“Celebrating Diversity – Encouraging Citizenship – Fostering Growth”

Reminder of Expectations: Attendance at GIFS

Dear Parent(s),

GIFS’ policy on school attendance clearly outlines consequences for days missed, either excused or unexcused. The policy is embedded within our Admission Policy which can be downloaded from our school website. It clearly states: “Any students in Elementary, Middle or High School missing more than 15 days per year will not be promoted to the next grade level.”

GIFS keeps track of IGCSE and IB hours and if a student does not meet these hours, he/she will not be promoted to the next grade level. In Grade 12 a student who does not meet the IB hours will not be entered for the final exams in June of the second year.

Please note that these are *instructional hours* that cannot be earned at a later point via after school support, weekend classes or even summer school. This is why it is imperative that all students do not miss days off school unless it is an absolute emergency.

Since GIFS publishes all vacations and term dates well in advance, you are advised to work around these dates.

As a reminder of these expectations, this document will be sent to parents each time a student has missed 5 days of school, again at 10 days missed; and for each day missed after that until 15 days of school have been missed. At this point the issue of promotion will come into question.

We apply the following warning system:

Days missed	Consequence
5 days	Letter sent home as a warning
10 days	Letter sent home as a warning
11 days	Letter sent home as a warning
12 days	Letter sent home as a warning
13 days	Letter sent home as a warning
14 days	Letter sent home as a warning
15 days	Final warning

Should you have any queries about the above, please do not hesitate to get in touch.

Warm regards,

Marjie Carrol

School Principal

Charles Campbell

Vice Principal