

Whole School MIS attendance policy

Regular school attendance is key to students' overall academic success. Students with fewer absences do better academically, feel more included socially, and are more engaged in overall school activities.

Students are expected to be at school when school is in session from 9:05 to 16:05 (15:15 in the Junior School). Parents should ensure that all non-school related activities or appointments are scheduled **outside of school hours or during school holidays**. The school publishes the dates for the school year in advance to help families plan holidays and other events that may require a student to be absent without interfering in the school day. Families should refer to the calendar when making holiday plans or scheduling non-school events.

As of August 2025, we will publish all student absences and late arrivals on students' report cards. These will be placed into 3 categories:

1. Absences – all absences regardless of the reason will be reported. Students who miss more than 3 hours of school will be marked as absent for the whole day. Those absent for 1 to 3 hours will be marked as absent for a half day.
2. Late arrival – students not in class by 9:05 and who sign in during the first hour of the day will be marked as late. **Students who are delayed due to the late arrival of the MIS school bus will be exempted.**
3. Early departure – students who sign-out before the end of the school day but miss less than 1 hour of school will be recorded as leaving early.

Each school division (Junior, Middle, and Senior) has different procedures to communicate a student's absence. Please see the parent handbook for the Junior, Middle, and Senior Schools. Anticipated absences from Student Life Programme activities should be reported to slp@mis-munich.de.

June 2025