



ATTENDANCE POLICY



POLICY NAME	ATTENDANCE POLICY						
APPROVAL AUTHORITY	PRINCIPAL	ADOPTED	APRIL 2023	REVIEWED	JANUARY 2024	NEXT REVIEW	JANUARY 2025
RESPONSIBLE EXECUTIVE	CLASS TEACHER						
RESPONSIBLE OFFICE	PRINCIPAL/ VP OFFICE	AVAILABLE	In the Library , Website				

RATIONALE

The school recognizes the importance of regular attendance of pupils. This policy aims to ensure the best possible pupil attendance to follow up procedures for pupil absence.

AIMS AND OBJECTIVES

AIMS :

- This attendance policy is designed to foster a culture of learning in the school. We strive to promote and create responsible citizens who are punctual and who have consistently high rates of attendance.
- To set out the School's expectations in relation to full attendance at School by all students without exception, through a clear policy and effective communication with Parents/Guardians
- To encourage students to attend all classes in a timely manner, so that they maximize the educational benefit of being in School.

OBJECTIVES :

To convey clearly to parents and children that:

- Regular attendance is essential
- Regular or frequent lateness at the start and end of each session is unacceptable
- Unjustifiable absence will be investigated and may be recorded as unauthorized absence.



PROCEDURES :

For the purposes of this policy, absence refers to the days when students fail to attend School. A student who does not miss a single class throughout the year is said to have a 0% absence record or a 100% attendance record.

Informing parents : At the beginning of the academic year, the School issues to Parents / Guardians its attendance policy setting out procedures to deal with absences and to ensure that students punctually and regularly attend School and all lessons, and that all attendance data is accurately recorded.

Procedures to promote punctual attendance and reduce absence

Students are expected to attend School on every school day as specified in the School calendar. In order to promote good practices and attitudes with regards punctuality and attendance, the following procedures are in place:

- Teachers maintain a record of attendance by students daily on the school ORISON PORTAL.
- The School maintains accurate daily attendance data for each student, including timely or late arrival to School.
- Parents / Guardians are encouraged to make every effort to ensure that their children attend School on every school day and to ensure that they arrive on time.
- If students need to be absent from School for a particular day, Parents/Guardians are asked to inform the School via email to the class teacher.
- Parents/Guardians should seek to ensure that family vacations take place during scheduled School holidays.
- The School encourages students through rewards for good attendance and punctuality to attend all classes in a timely manner, so that they maximize the educational benefit of being in School.
- The School ensures that unauthorized absences are dealt with firmly and effectively.

ROLES AND RESPONSIBILITIES :

The Heads of School will be responsible for the school's policy and procedures and may delegate aspects of its day to day implementation and management to a designated member of the school's leadership team. All staff, including teachers,



support staff and volunteers will be responsible for ensuring that the policy and procedures are followed, and consistently and fairly applied. Parents will be expected to take responsibility for the attendance and punctuality of their child both inside and outside the school.

School Registers are formal documents and should be marked with accuracy at the beginning of registration session. Lesson attendance should also be marked at the beginning of each lesson.

ATTENDANCE AND PUNCTUALITY :

The daily routine : Timing of the school day KG Section 7:50 am to 12:20 pm.
Grade 1 to 10 7:50 am to 2.30 pm

ABSENCES

Parents should contact the school on the first day of their child's absence ,it is important that they provide us with details of the reason for their absence.

Authorised Absence consists of :

- Medical leave only when a medical certificate is produced
- Leave for Haj : 10 days
- Leave for bereavement (death in immediate family)

Unauthorised absence :

- An absence is classified as unauthorized when a child is away from school without the permission of the school.
- Therefore the absence is unauthorized if a child is away from school without good reason, even with the support of a parent.
- All the absences are recorded as either authorized or unauthorized absence in the register .It is important that we receive accurate information from parents with reasons for the child's absence .This information is used to determine whether the absence is authorized or unauthorized. The Principal has the responsibility to determine whether absences are unauthorized or authorized .

LATENESS:

- If a student arrives late than 7.50 am they are considered late.
- The first three incidents in a short period of time such as a month or an academic term ,written warning is given to the student and notify parents.
- Up to an additional three instances of lateness in a short period of time , such as month ,parents and student to be called to a meeting with the principal or a designated person by the principal. Parents and student to sign a written pledge not to repeat the offence.



ABSENCES:

- If a child is absent days will be noted in the students 'Progress report. Written warning to student and notify parents. Absent days will be noted in the students 'progress report and class attendance register.

SCHOOL ADMINISTRATION :

The School Administrative departments, under the direction of the Supervisors:

Ensure that communication with parents regarding attendance and punctuality is relayed in a timely manner in accordance with this policy

Teaching staff will:

Keep accurate records of lesson attendance (in Secondary School) and of morning and afternoon attendance

Monitoring and Review:

This policy is reviewed annually by the Principal and Vice-Principal and in discussion with the Supervisor and School Administration.

Date of Review : January 2024

Next Review : January 2025

**Dr. Prasanna Bhaskar
Principal**