

SCHOOL POLICY ON ATTENDANCE and ABSENTEEISM

Implemented on

November 2015

Reviewed on

September 2023

Next review

September 2024

Royal Private English School aims to provide its students with an environment which enables them and encourages them to maximize their potential. When children attend school on a regular basis, they take an important step towards excellence, and are given the greatest opportunity to learn new things and develop their skills.

It is therefore important that our students attend school regularly and are also punctual to school. Students must report to school before 7.30 am.

Aims of the policy

- Create an ethos in which regular attendance and punctuality is recognized as the norm of the school.
- Work in partnership with students, parents and staff so that students' achievement is enhanced as a direct result of being regular to school.
- Aim for a minimum of 96% attendance for all children, apart from those with chronic health issues.

Roles and Responsibilities

Parents:

It is the duty of the parents to see that:

- Their ward is regular to school
- He/She is punctual to school
- Take prior approval from the School for foreseen and unavoidable absences
- They provide the reason for absence of their ward to the school
- Follow the MOE guidelines in terms of attendance and leave.

Principal:

- Will provide clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance.
- Will ensure that the school has effective measures in place to monitor and follow up student absenteeism.

Supervisors/Class Teachers:

- Will ensure that online attendance are taken on time and records are maintained in an approved format and are an accurate record of the attendance of students.
- Ensure that MOE guidelines in terms of attendance and leave are followed.
- Raise awareness amongst parents and students about the importance of being regular and punctual.
- Class Teachers will have to make parents aware that their ward's promotion/appearing for the Board exams is subject to their meeting the minimum attendance as stipulated by the Ministry of Education/respective Board.

Students:

- Must be regular and punctual to school
- When in school, they should reach for lessons in time

Guidelines of this Policy

- Attendance is marked online daily by the class teacher before 7:50am during the Class Teacher's contact time before the 1st period.
- In case the Class teacher is absent, the Co-Class Teacher marks the attendance online by 8.00 a.m.
- Care is taken that if the child reports late to school, the teacher edits the attendance online and marks him/her present.
- All pre-approved leave should be marked as AA and unapproved leaves as UA.

- When the student is absent without information, the Class Teacher sends a polite mail by 8 am to the parent informing that their ward has not come to school.
- Pupils are expected to bring leave notes and then fill-in the leave form attaching medical certificates, if any, after returning from absence.
- Leave request form is first submitted to the Supervisor through the class teacher. The supervisor forwards the leave request form to the Headmistress with appropriate recommendations.
- In case the leave is between a week to 15 days, it has to be approved by the Headmistress based on the supporting documents provided by the parent before the student can resume classes and a copy of the approval sent to the Class Teacher and the Supervisor. The same will also be put in the student's personal file along with the supporting documents taken into consideration for the leave approval.
- In case the leave is more than 15 days, it has to be approved by the Principal before the student can attend classes with all the supporting documents and the Headmistress recommendations forwarded for the due consideration.
- For all leaves on medical grounds, a medical certificate should be attached with the leave form.
- Unwarranted absence from school will also be dealt w.r.t. the MOE Behavior Policy.
- If for any reason, the Class teacher or the Section Supervisor feels that a pupil is missing school on frivolous grounds, an enquiry is carried out and the parent needs to be invited to have a discussion regarding the same.

Approved Leaves and Authorized leave

The following will be treated as approved leave, provided they are supported by valid documents/medical certificates:

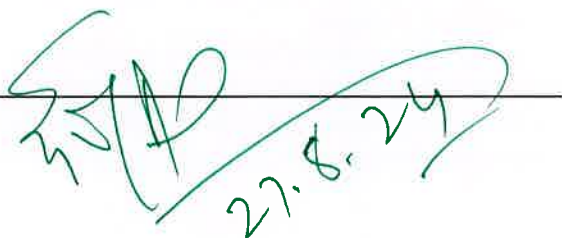
- Absence due to Medical reasons
- Students suffering from contagious or infectious diseases (*All such students must refrain from attending the school until the completion of the quarantine period. They will not be permitted to attend school until they produce a Medical Certificate of clearance and are examined and granted permission by the school doctor to join back.*)
- Death in the family.
- Travelling for Umrah or Hajj.

Any leave not within the above-mentioned categories will be considered as unapproved absenteeism and will be marked as UA or Un-Authorized leave.

Late comings will be dealt as per the procedure as per the attached table.

Policy reviewed by: Tamoghna C

Principal's approval: _____





Late coming will be dealt as follows:		
Offence	Frequency	Implications
Tardiness – this refers to being late in coming to school at the start of the school day and to instances of being late to lessons within the school day (First Instance)	One time (on Occurrence)	An auto generated email is sent to parents of students who are late.
Persistent lates/patterns <ul style="list-style-type: none"> (EYFS & JR – An email sends to parents from class teacher for each time STUDENT of being late to class). Grade 3 to 12 (Verbal warning and direction – on campus) 	The first three (3) incidents of tardiness in a week (Recurrent delay). Classification of violation according to MOE behaviour policy. First Degree in case of being committed for the First time. First Degree in case of being committed for the Second time. First Degree in case of being committed for the third time.	Verbal warning and Direction. Recording the violation and the action taken according to (form6) – 1 st time. (form6) - 2 nd time. (form6) - 3 rd time.
Continued and/or persistent lateness	After the third time student is being late, a written warning to be issued to the parent. Form7 (warning) Fourth time – Form 7(First notice) Fifth time – Form 7(Second notice) Sixth time – Form 7(Final Notice)	Written Warning and recording the violation and action taken according to Form 7. An email sent to parent with the attachment of warning letter (form 7). Written Warning and recording the violation and action taken according to Form 7 – first notice. Written Warning and recording the violation and action taken according to Form 7 – Second notice. Written Warning and recording the violation and action taken according to Form 7 – Final notice.
Continued and/or persistent lateness	After sixth time, (-2) behaviour mark deduction	Calling for the student's parent in the following day, according to the (Form No. 8). - Referring the student to the academic counselor/ social worker. - The student and his Parent shall sign non-recurrence undertaking and the Parent shall be informed about the deduction, according to the (Forms Nos. 9, 10 and 20).
Continued and/or persistent lateness	After seventh time, (-4) behaviour mark deduction	Calling for the student's Parent in the following day of violation. - Written warning to the student and to his parent. the (Forms Nos. 9, 10 and 20). if not responded, according to the (Form No. 9)
Continued and/or persistent lateness	Recurrence for more than three times after the previous incidents, The deduction shall be according to the Committee's discretion.	The Behaviour Management Committee shall hold its meeting in the following day of violation. - Opening an individual case study file by the academic counsellor/ social worker, according to the (Form No.11). - Implementing a collection of strategies in order to reduce the incidents.