

ATTENDANCE AND LEAVE POLICY FOR STUDENTS

1.0 Definition: The frequency with which a student is present.

2.0 Objectives:

- 2.1 To increase school completion for all students.
- 2.2 To raise student achievement and close gaps in students' performance.
- 2.3 To identify attendance patterns in order to design attendance improvement efforts.
- 2.4 To know the whereabouts of every student for safety and other reasons.

DSIB guidelines for attendance are as follows:	
Overall Attendance	Rating
98%	Outstanding
96%	Very Good
94%	Good
92%	Acceptable
Less than 92%	Weak
Less than 90%	Very Weak

3.0 Steps:

3.1 Procedures followed :

- 3.1.1 Attendance is taken every day after the Assembly by the class teacher's / registration period. The school lays great emphasis on regular attendance.
- 3.1.2 If the student does not report to school for more than two days and did not inform the school, class teachers are expected to call the parents or write to the Class Dojo & Email and make a polite enquiry. This is monitored by the class facilitator and reported to the Principal / Assistant Principal.
- 3.1.3 The students are expected to be in school on time, late comers are advised and warned as need arises.
- 3.1.4 Unauthorised absences are followed up, first with a call, then with a letter and if this continues, parents are requested to come in for a meeting.

To uphold the policy, the following guidelines are in place:

- Students are expected to attend in line with the timings of the class.
- Registration Starts at 8:00 a.m. Students should be dropped to school latest by 7:55 a.m.

- If a child is absent, parents should call or email before 8.30 a.m. to inform the school.
- Absences cannot be made up by substituting or swapping days.
- There are no refunds or make up days for missed school days due to travel or any other reason.

3.2 Leave Applications and Permissions Protocol:

- 3.2.1 Students are expected to bring leave notes after returning from absence or parents send an email to the school.
- 3.2.2 If the leave is for **one or two days**, the parent may send a note or message via the schools communication platforms, which will be signed or acknowledged by the class teacher and counter signed by the Assistant Principal of the Year Group.
- 3.2.3 If the leave is for **three or more days**, the parent must send a leave letter which is signed or acknowledged by the class teacher and counter signed by the Assistant Principal of the Year Group. The same will be put in the child's personal file (admissions file).
- 3.2.4 If the leave is for more than a week without prior approval, Principal's sanction is required.
- 3.2.5 If the leave is on medical grounds, a medical certificate should be attached.

3.3 Investigations Protocol :

If for any reason, a teacher feels that a student is missing school for frivolous reasons, a detailed enquiry will be carried out by the Senior Leadership Team and the findings will be submitted to the Principal. The Principal will take appropriate action including issuing a warning letter. The teachers and parents will be informed of any such action.

4.0 People Responsible: Principal, Assistant Principal and Teachers

5.0 Forms Issued:

Attendance sheets
Warning letter
Leave Records
Permission letters

Document	Attendance and Leave Policy for Students
Date written	September 2016
Last reviewed	August 2022
Next Review	December 2022
Version	Working document