



<b>POLICY NAME:</b>	<b>ABSENTEEISM &amp; ATTENDANCE POLICY</b>		
<b>APPROVAL AUTHORITY:</b>	<b>PRINCIPAL</b>	<b>ADOPTED:</b>	<b>03.05.2023</b>
<b>REVISED:</b>	<b>15.4.2024</b>	<b>NEXT REVIEW ON:</b>	<b>19.3.2025</b>
		<b>AVAILABLE:</b>	<b>IN THE LIBRARY, WEBSITE, NLP</b>

**RATIONALE:** The attendance policy at IPHS is designed to foster a culture of excellence by emphasizing the importance of regular school attendance and punctuality. At IPHS, we recognize that consistent attendance is fundamental to student's academic success, personal development and lifelong learning. Therefore, the policy serves as a guide for students, parents, teachers and staff to ensure that each child receives the full benefit of their education.

#### **OBJECTIVES:**

- IPHS places a high priority on achieving standards and feel that excellent pupil attendance and punctuality are essential. In order for children to achieve their potential, pupils must be highly motivated to learn and keen and eager to attend school.
- Making the students organized and cultivating good habits that will support them throughout life.
- Working in partnership with parents to ensure that the school achieve maximum attendance throughout the school.

#### **Procedures**

##### **PARENTS will:**

- Ensure that their children attend school regularly
- Notify school on the first day of absence before 8.30am by phone/letter
- Send a request email for absence on time for exceptional circumstances.
- Ensure when their child returns to school they bring in written confirmation of why they were absent.
- Hand in medical evidence for 4 or more days' absence due to illness
- Meet with the section supervisor and class teacher to discuss their child's attendance when necessary

##### **CLASS TEACHERS will:**

- Complete e-portal register at the start of each session after the assembly(morning)

- Monitor daily patterns of attendance and report any concerns that arise to the Senior Leadership Team
- Provide work for children to do at home if an absence is due to a long illness, disability or other circumstances
- Make parents aware of concerns over good attendance
- Carry out Fast Track procedures with parents of children whose attendance is of a concern.

#### **IT Coordinator will:**

- Input attendance data on NLP.
- Print off official reports for each calendar month for monitoring purposes.
- Monitor alongside the section supervisors, patterns of attendance and lateness.
- Make first day absence calls and record reasons for absence.

#### **Section Supervisors will:**

- Monitor official registers and take actions where concerns have been identified.
- Inform Principal of attendance records
- Collaborate with the counselor's/ student welfare officer in identifying the students concern.

#### **Absenteeism:**

##### **1. Leave and Absence**

- In all cases of absence, parent's/ guardian's should notify the class teacher through the NLP.
- Prior sanction must be sought from the supervisor through a written application, in case of absence exceeding three days.
- Prior sanction must be sought from the section supervisors through a written application, in case of absence exceeding seven days and Principal if it exceeds 15 days.

##### **2. Absence due to medical reasons:**

- Students suffering from contagious or infectious disease 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.
- Chicken pox: Students may return to school after 10 to 14 days (provided scabs have fallen off).
- Mumps: Students may return to school when swelling has subsided.

3. Umrah

4. Hajj

5. Death in the family

All the above to be supported with valid documents.

**Note:** Any leave not within the preview of the above mentioned categories will be considered as unexcused absenteeism.

Irregularity in attendance will be viewed seriously and insufficient attendance could result in detention at the end of the year.

### **MONITORING OF STUDENT'S ATTENDANCE STATUS:**

- Attendance is taken after class assembly.
- If a child is absent, the parent is notified through SMS.
- If the same child is found to be absent for more than one day without any approval, the Class teacher makes a call to the parent.
- On a daily basis supervisors check on the percentage of student's attendance.
- Children who attain 100% attendance are rewarded with a certificate to promote punctuality.
- Long absentees will be forwarded to the admission officer and counselor to follow up.

### **STRATEGIES TO PROMOTE GOOD ATTENDANCE**

- Reward system
- Marks rewarded in behavior subject.
- Positive praises and acknowledgement in the assemblies, tutor time and lessons.
- Psycho education programs to promote good attendance by the wellness team.

**\*Note: Any unexplained absence will be recorded as an unauthorized absence.**

### **The following actions will be taken for absenteeism**

- An explanation to be made to ascertain the reason for the absence through NLP to the class teacher.
- Students whose attendance fall below 90% in a month with no justifiable reason ,will receive a notice of warning.
- If attendance does not improve ,then a meeting will be arranged with the section supervisor/VP/HM.

### **PUNCTUALITY**

Tardiness /poor punctuality is not acceptable. If a student misses the start of the day, they not only miss learning time but also the direct teaching that occur at the start of the day .Students arriving late also disrupt lessons and entering the class once the lesson has started can be embarrassing for the child.

### **How do we manage punctuality?**

- We expect students to be in school by 7.40am
- Students will receive a late mark if they are not in class by 7.40am
- Students who arrive late must sign in at the gate on a tardy slip and provide a reason for their tardiness.
- The filled tardy slip must be submitted /handed over to their class teacher.

### **Consequences for late arrival**

- If students are frequently late, parents will be informed and asked to encourage good punctuality
- If lateness persists marks will be deducted on their behavior records
- Parents of students with a persistent tardy record will be asked to meet with section supervisor to resolve the problem.

### **Evaluation**

The Principal takes responsibility for overseeing the Attendance Policy and attendance figures. This Policy will be reviewed annually.

