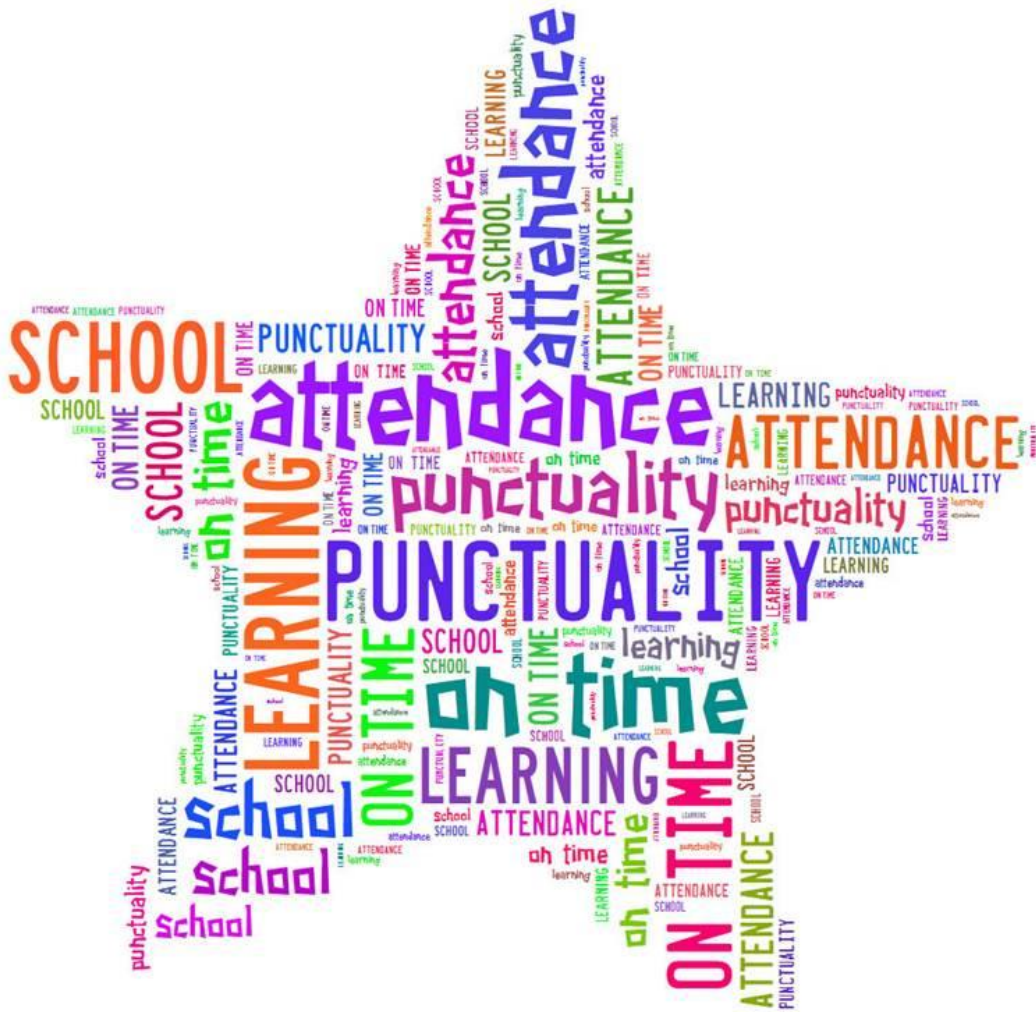




## STUDENT ATTENDANCE AND PUNCTUALITY POLICY



**2018-2019**



S. NO.	CONTENTS	PAGE NO.
1.	PURPOSE	3
2.	OBJECTIVES	3
3.	PUNCTUALITY	4
4.	LEAVE & ABSENCE PROCEDURES	5
5.	REQUESTS FOR LEAVE OF ABSENCE	6

## STUDENT ATTENDANCE AND PUNCTUALITY POLICY

### PURPOSE

Good attendance is a foundation for academic achievement and it supports all aspects of personal development. It establishes a responsible attitude towards the opportunities available in school and further education and it is the basis for the world of work. We at Gulf Indian High School are committed to provide a full and effective educational opportunity for all students. Attendance is a critical factor to a productive and successful school career.

### WHY REGULAR ATTENDANCE IS SO IMPORTANT

**Learning:** Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any student's absence can disrupt teaching routines thus affecting the learning of others in the same class. Ensuring your ward's regular attendance at school is the parents' responsibility.

**Promoting Regular Attendance:** Helping to create a pattern of regular attendance is everybody's responsibility - parents, students and all members of school staff.

### OBJECTIVES

1. To achieve 98% and above attendance for the school each academic year.
2. To minimize days taken as holiday and any persistent absence, during term time, in any one academic year.

### Roles and Responsibilities

The responsibility for raising and promoting attendance is shared by parents, students and by all school staff. By co-operating and working together, we can improve attendance and this in turn will raise achievement. All members of school staff have a responsibility for identifying trends in attendance and punctuality.

#### **Parents are responsible for:**

- Making every effort to ensure that their ward attends school every day and arrives on time.
- Informing the school on the first day of an absence if their ward is unable to attend school.
- Providing the school with a valid reason for all absences.
- Scheduling family vacations to coincide with scheduled school breaks.
- Helping students to understand the importance of going to school and showing disapproval of missing school.

**Teachers are responsible for:**

- Class teacher has the responsibility for keeping an accurate record of attendance. Any student who is absent must be recorded at the beginning of the school day, morning by 7:35am and afternoon 1:00pm through online entry.
- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by students and their parents.
- Informing the Head of School where there are concerns and acting upon them.
- Emphasising with students the importance of good attendance and punctuality.
- Discussing attendance issues at parent/teacher conferences when necessary.
- Setting an example by arriving promptly to lessons.

**PUNCTUALITY**

**Lateness:**

Poor punctuality is not acceptable. If your ward misses the start of the day, they miss learning time that occurs at the start of the day. Late arriving students also disrupt lessons and entering the class once the lesson has started can be embarrassing for the child. Gulf Indian High School requires students to be in the school on time. The school gate will close at 7.30 am for the morning session, for KG (2<sup>nd</sup> batch) & PREP (2<sup>nd</sup> batch) students must be in the school by 10.10 am. and for the afternoon session, student must report by 12.35pm

**How we manage punctuality:**

We expect students to be in school in good time for the start of the school day. Registers are marked after assembly.

- Students who arrive late must sign in at the Reception desk and provide a reason for the lateness.
- A Late Slip is issued which must be handed to their teacher.
- If students are frequently late, parents will be informed and asked to encourage good punctuality.
- If lateness persists, a warning letter will be sent to parents.
- Parents of students with a persistent late record will be asked to meet with a member of staff to resolve the problem.
- Detention may be issued if there is no improvement to punctuality.

The school has targets to improve attendance and you and your ward has an important part to play in meeting these targets.

Our school actively promotes and encourages 100% attendance for all students. Our aim is to ensure that students arrive at school and to lessons on time. We strive for attendance that is consistently outstanding for all groups of students.

## **LEAVE & ABSENCE PROCEDURES**

Gulf Indian High School requires that every student attends school regularly.

Requests for leave will be sanctioned only after careful consideration of the circumstances involved and especially leave taken on the day(s) of exams will come up for special scrutiny before the requested leave is sanctioned.

Parents are therefore requested to ensure that absence from school is completely avoided unless under extraordinary situation(emergencies).

In case of prolonged leave (one month and beyond) without permission, the student's name will be struck off the rolls.

Parents should make the necessary arrangements to ensure their ward bridges the gap in learning that happens due to the absence, including completion of notes/homework and submission of projects/assignments (if any).

### **A. Sanction of Leave:**

Please be guided by the following processes for seeking sanction of leave:

Leave of 2 days or under if such leave does not clash with any class test/ unit test/ periodic test /term exams:

Note in the school diary to the class teacher to be acknowledged and signed off by the class teacher.

Leave of 2 days or under if such leave is taken on a scheduled test/exam day:

Please refer to the paragraph on "Sanction of leave and concessions for exams".

Leave for 3 days and more if such leave does not clash with any class test/ unit test/ periodic test /term exams.

A formal leave application form must be filled in and submitted by the parent:

- A formal leave application form must be filled in and submitted by the parent before leave of absence (in cases of planned absence).
- In cases of emergencies, the school must be informed via email or telephone AT THE EARLIEST of the likely absence.

Leave of 3 days and more if such leave is taken during scheduled test/exam days:

Please refer to the paragraph on "Sanction of leave and concessions" for exams:

**B. Requests for leave of absence:**

If a parent wishes to request a period of leave they are required to complete a ward's leave application, which is available

- (1) On Page No. 201 of the School diary
- (2) On the school website

And return the completed form with relevant documents as mentioned below under "Authorized Leave", to the Class Teacher. This application should be submitted either before availing leave in cases of planned leave or within a week in case of emergencies.

**C. Sanction of leave and concessions for exams**

**Authorized Leave:**

Leave is classified as authorized leave for:-

1. Illness of the student. Medical Certificate to be attached as proof – Period of leave: as certified by the Doctor.
2. Illness of the parent that warrants treatment outside UAE and the student cannot be left behind alone. Proof to be attached – medical certificates, reports, proof of travel etc., as relevant to the individual case – Period of leave: Maximum one month.
3. Sudden bereavement that necessitates travel outside UAE. Proof required – photocopy of the death certificate and proof of travel – Period of leave: Maximum one week.
4. Leave taken for Hajj /Muharram– Period of leave: Maximum 15 days.
5. Mother travelling to India for delivery of the student's sibling and there is no facility to leave the student behind in UAE. Period of leave: Maximum of one month (applicable to students of KG I to Grade IV only).
6. Wedding in the family of nearest relative (outside UAE) – Period of Leave: Maximum one week.
7. Representing the school in competitions/programmes where such participation has been directed by the school.

All cases of authorized leave will receive:

**Grades I to VIII**

- Condonation to reach minimum level of attendance.
- Appropriate percentage increase at the time of consolidation of grade for the missed components of internal assessments.
- Proportionate consideration for term exam, based on the performance in the written components of the internal assessments.
- In case a student misses either the periodic test or term exam, the yearly performance of the student is considered based on the internal assessments attempted by him/her and the grade is given after calculating the percentage.

- No re-examination will be conducted whatsoever be the reason if a student misses any of the internal assessment or periodic test/ term exam.

Grades IX & XII

- Condonation to reach minimum level of attendance.
- As per CBSE by-laws.

**Unauthorised/Unsanctioned leave:**

All leave that does not fall into the above mentioned “Authorised” category will be treated as “Unauthorised/Unsanctioned leave”.

All cases of unauthorized leave will receive:

- No condonation to reach minimum level of attendance.
- No consideration for any of the written components of internal assessment and periodic test/term exam.
- There will be no percentage increase at the time of consideration of overall grade in the early performance (internal /periodic test /term exam) at the end of the academic year.
- Agreed at the governing body meeting on
- **Date**.....
- **Signed** (Chair of Governors)
- **Director:** .....
- **Principal:** .....