

# ATTENDANCE AND LEAVE TAKING POLICY

## 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 to design attendance improvement efforts.
- 2.4 To know the whereabouts of every student for safety and other reasons.

## 3. 0 Steps:

### 3.1 Procedures followed :

- 3.1.1 Attendance is taken every day after the Assembly by the class teacher. The school lays great emphasis on regular attendance.
- 3.1.2 When the student is absent, a telephone call is made to the parent. Record of the telephone call is maintained. This is monitored by the Supervisor and reported to the principal.
- 3.1.3 The students are expected to be in school on time, latecomers are advised and warned as need arises and a late slip is given, without which the student is not permitted to enter the class.
- 3.1.4 Unauthorized 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.

### 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 three or more days, the parent must send a leave letter which is signed by the class teacher and counter signed by the designated Curriculum Coordinator. The same will be put in the child's personal file.
- 3.2.3 If the leave is for more than a week, Principal's sanction is required.
- 3.2.4 If the leave is on medical grounds, a medical certificate should be attached.

### 3.3 Investigations Protocol :

If for any reason a teacher/ Supervisor feels that a student is missing school for frivolous reasons, a detailed enquiry will be carried out by the School Leadership Team. The principal, on the advice of the Discipline Committee, 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, Supervisor, Teachers, Discipline Committee

## 5.0 Forms Issued:      Attendance sheets / Warning letter / Leave Records.

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