



OOEHSAA ATTENDANCE POLICY

Rationale

The School recognizes the importance of regular attendance of pupils. This policy aims to ensure the best possible pupil attendance to follow up procedures for pupil absence. It has been established through extensive research that few factors within students' and families' control more closely associated with academic success attendance.

Students need to be in the classroom to benefit from the teacher's guidance and from interaction and exchange of ideas with peers. Excessive absences affect the culture of the classroom, where the faculty seeks to build a community of learners. A student's excessive absences or tardiness can lead to incomplete and unsatisfactory work, a reduced capacity to meet curricular standards, and lower course grades.

Responsibility of the Parents

Parents/guardians are partners with the school and faculty in assuring that students have good attendance and arrive in class on time. Parents determine when an absence should be excused, and should call in those absences prior to the absence or by 8.30 a.m. of the day on which the student is absent.

School Responsibility

Our Own English High school keeps accurate records of student attendance and will communicate promptly and consistently with parents/guardians regarding attendance issues.

Aims

This attendance policy is designed to foster a culture of learning in the School.

This policy:

- Establishes firm expectations that on-time school and class attendance are important in sustaining the learning environment and in meeting individual learning needs.
- Provides significant flexibility to accommodate legitimate absence or lateness with a minimum of administrative procedure.
- Assures the timely flow of information from parents to school and from school to parents about attendance at school and in class so that both can work to improve a situation before a student's education suffers.



- Clearly defines the responsibilities of students, educators, and parents regarding absences, tardiness, and dismissals.

Key Points

- Students should be in school every scheduled day.
- Students are expected to attend every class.
- Except in the case of excused late arrivals and early dismissals, students must adhere to the following daily routine

ADEK POLICY

Schools shall immediately communicate with parents in the case of an unauthorized absence, a cumulative absence rate less than 10% in accordance with the school's own policy, and/or a cumulative absence rate of 10%.

REPORTING

- Students must be present in the school by 7:25 a.m.
- All students must be present in school on the first and the last day of each term.
- No student may leave the school premises without the permission of the supervisor before dispersal time.
- Late comers will be admitted to the class only with the permission of the Supervisor/Vice Principal/Principal and must present a late slip to the staff in class.
- While 90% attendance is required for promotion to the next grade, the school encourages students to be present on all days. Students with 100% attendance will be honored with a certificate.

STUDENT ABSENTEEISM

- The School operates on a full attendance policy. However, sometimes, absences cannot be avoided. Parents must communicate this to the respective supervisor/class teacher by e-mail or a phone call to the school reception before 8:30 am.
- In case a child is absent for 1-3 days the parent/guardian is expected to make an entry in the Non-attendance/leave record section of the student's dairy.
- Absence for 2 days or more, on medical grounds, should be supported by a medical certificate.
- Prior sanction to be sought from concerned Supervisor for 4-14 days of leave.



- Prior sanction should be sought from the Principal through a written application for any absence exceeding 30 days. (Only in case of emergency).
- Students who have been absent from school for one month or more, without permission are liable to have their names struck off the rolls as per ADEK policy.
- Students suffering from contagious or infectious diseases must stay away from the school till the quarantine period is completed. It should be clearly indicated in the Medical Certificate that the student is permitted to attend classes.
- Parents need to bring to the notice of the school authorities/ clinic any life-threatening medical conditions their wards may be suffering from along with the prescription of the medication from a medical practitioner, so that appropriate medical attention may be arranged in case of emergency.

EARLY DEPARTURE

Early departure from the school is not acceptable without a valid reason for safeguarding purposes. Parents are encouraged to try and make doctors' appointments etc. outside of school hours. Interrupting lessons is not only detrimental to the child's learning but that of the rest of the class too.

If a parent wishes to collect their child early, the following procedure must be followed:

An early collection letter with reason must be completed and exit form is written by the Supervisor which needs to be shown to the security at the exit gate. The parents have to email to the class teacher about the early exit with valid reason.

MANAGING ATTENDANCE

Strategies for maximizing attendance

- Individual certificates will be presented termly to students who have achieved 100% attendance that term
- Attendance and punctuality will be promoted through assemblies and in monthly newsletters.
- If a child's attendance level drops below 90%, a warning letter will be sent to parents.
- If a child's attendance level drops below 85% parents will be asked to attend a meeting with a senior member of staff.
- If a child's attendance drops below 80%, they are at risk of not being promoted at the end of the academic year or may not be re-enrolled in the school.



Parents should be aware that absence can only be accepted for the following reasons:

- Sickness which should be proved by a medical certificate if after 2 days in length
- Close family bereavement up to a maximum of 5 days
- Official meeting / business out of school which must be proven by a letter from the official body

Punctuality Lateness:

Poor punctuality is not acceptable. If your child misses the start of the day they not only miss learning time but also the direct teaching 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.

- Students must be present in the school campus before the commencement of the Assembly. Attendance at the Assembly is mandatory.
- All students have to be present on the first and last working day of each Term.
- Irregularity in attendance will be viewed seriously and could result in detention. If a student's frequent absence is found to be willful or is not supported by a note of absence from the parent/guardian this would be reported to ADEK for the necessary action.
- Late comers will not be admitted to the class without the written permission of the Supervisor.
- Habitual latecomers are issued cautionary letter.
- Continuous late arrival consecutively for 3 days will result in being marked as absent.

RULES FOR CONDONATION OF SHORTAGE OF ATTENDANCE (CBSE BOARD for grade10,11 &12)

- a) If a candidate's attendance falls short of the prescribed percentage in case of students appearing for the examination conducted by the Board, the Head of the School may submit her name to the Board provisionally. If the candidate is still short of the required percentage of attendance within three weeks of the commencement of the examination, the Head of the School shall report the case to the Regional Officer concerned immediately. If in the opinion of the Head of the School, the candidate deserves special consideration, she may submit her recommendation to the Regional Officer concerned not later than three weeks before the commencement of the examination for condonation of shortage in attendance by the Chairman, CBSE, who may issue orders, as he may deem proper. The Head of the School, in her letter requesting for condonation of shortage in attendance should give the maximum possible attendance by a student counted from the day of



commencement of teaching of class X (beginning of the session) up to the 1st of the month preceding the month in which the examination of the Board commences, attendance by the candidate in question during the aforesaid period and the percentage of attendance by such candidate during the aforesaid period.

- b) Shortage up to 15% only may be condoned by the Chairman in respect of those students appearing for the Secondary School Examinations conducted by the Board. Cases of candidates with attendance below 60% in class X, appearing for the Board's examinations, shall be considered for 22 condonations of shortage of attendance by the Chairman only in exceptional circumstances created on medical grounds, such as candidate suffering from serious diseases like cancer, AIDS, Tuberculosis or similar serious diseases requiring long period of hospitalization.
- c) The Head of the School shall refer a case of shortage within the above prescribed limit of condonation to the Board, either with the recommendations or with valid reasons for not recommending the case.
- d) The following may be considered valid reasons for recommending the case of the candidate with attendance less than the prescribed percentage: -
- (i) prolonged illness;
 - (ii) loss of father/mother or some other such incident leading to her absence from the school and meriting special consideration; and any other reason of similar serious nature;
 - (iii) Authorized participation in sponsored tournaments and Sports' meet of not less than interschool level including the days of journeys for such participation shall be counted as full attendance.

Reviewed by: Supervisors

Signed by the Principal:

Date: 30/03/2023

Next Review Date: 01/03/2024