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ATTENDANCE AND PUNCTUALITY POLICY

Approved by	Dr. Manju Reji , Principal
Policy dated	April 2024
Next review date	April 2025
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INTRODUCTION

At India International School, we understand that regular attendance is crucial for both students and staff to foster a productive and supportive educational environment. Our attendance policy is designed to promote a culture of reliability and commitment, which is essential for academic success and a positive school atmosphere. For students, consistent attendance is key to academic achievement, social development, and overall well-being. This policy outlines our expectations for student attendance, including procedures for reporting absences, the importance of punctuality, and the consequences for non-compliance. We believe that clear communication and shared responsibility between students, parents, and the school are vital in maintaining high standards of attendance. Equally important is the attendance of our staff, as their presence and punctuality are integral to the smooth functioning of the school and the delivery of quality education. This policy also addresses staff attendance, emphasizing the need for reliable and timely presence to support students effectively. We provide guidelines for reporting absences and procedures to manage and address attendance issues, ensuring that staff members can contribute positively to the school's mission and goals. By focusing on both student and staff attendance, we aim to create a strong foundation for academic and professional excellence. We encourage open dialogue and collaboration to address any challenges and ensure that our school environment remains conducive to learning and development for everyone involved.

Rationale

The attendance policy at India International School is designed to support both academic success and operational excellence. Regular attendance is pivotal for students, ensuring they remain engaged with their studies, progress academically, and develop crucial life skills like responsibility and time management. For staff, consistent presence is essential to maintain effective teaching practices, manage administrative tasks smoothly, and provide reliable support to students. By prioritizing attendance for both students and staff, the policy aims to cultivate a positive school culture, strengthen community cohesion, and address attendance challenges promptly. This approach underscores our commitment to creating a vibrant and supportive educational environment where every individual can contribute to and benefit from a consistent and enriching learning experience.



Attendance Policy Statement

We are committed to fostering an environment where regular attendance is valued and essential for both academic and operational success. Our attendance policy sets clear expectations for students and staff, recognizing that consistent presence is key to achieving academic excellence and maintaining a well-functioning school.

Students are expected to attend school regularly and punctually, as this is critical for their learning and development. Absences should be communicated promptly according to the outlined procedures, and any extended absences will be reviewed on a case-by-case basis to provide appropriate support. Staff members are also required to adhere to high standards of attendance and punctuality, as their presence is crucial for delivering quality education and supporting the school's operations effectively. Procedures for reporting absences and managing attendance issues are in place to ensure that staff responsibilities are met and that the school environment remains productive and supportive.

By upholding this policy, we aim to create a positive and cohesive school culture where every member of our community is encouraged to participate fully in the educational process, contributing to a successful and enriching experience for all.

Attendance Policy Framework

Attendance Target:

SPEA Target: 98%

The school places a high emphasis on regular attendance and punctuality. This policy outlines the expectations for students regarding attendance and procedures for reporting absences. The school attendance is marked in ERP by the respective grade wise class teacher at 7.30 AM. If the student is on leave by 8:00 am an automated message shall be sent to parents to intimidate them on the absence of their ward at school



1. Daily Logbook Requirement

Students must bring their logbooks to class every day.

2. Short Absences (one day leave)

In the case of absence for one day, parents are requested to make an entry in the leave record section of the logbook and email class teacher and supervisor

2. Short Absences (Less Than Three Days)

In the case of an absence of less than three days, parents are expected to make an entry in the leave record section of the logbook. Parents are requested to email Class teacher and Supervisor

3. Formal Leave Applications

For leave of three days and more, a formal leave application must be submitted by the parent for approval from the principal.

4. Extended Absences

If a student is absent for more than two weeks without any notification to school authorities, the student's name will be removed from the school roll.

5. Examination Leave

Leave will not be sanctioned during examination periods.

6. Medical Absences

In the event of absence due to medical reasons, it is mandatory to submit an attested medical certificate issued by a government hospital or clinic.

7. Teacher Responsibility

Class Teachers will take online attendance each morning at 7:20 a.m. and are responsible for monitoring student attendance.



8. Parent Communication

If a pupil is absent for more than two consecutive days, the supervisor will contact the parents to inquire about the absence.

9. Investigating Attendance Issues

If any Teacher or Supervisor suspect that a pupil is missing school for frivolous reasons, a detailed inquiry will be conducted, which may involve the principal or other relevant authorities.

Punctuality Process diagram

Procedure Upon Reaching Late Post 7:20 AM

- **First Time Late**

Enter the student's name in the logbook.

- **Second Time Late**

Enter the student's name in the logbook.

- **Third Time Late**

Enter the student's name in the logbook.

- **Fourth Time Late**

Punctuality register entry by staff. Class teacher sends a written note to parents via the logbook and checks for acknowledgment the next day.

- **Fifth Time Late**

Punctuality register entry by staff. Class teacher writes in the logbook and informs parents via email/text message/telephone, maintaining evidence of the communication.



- **Sixth Time Late**

Supervisor enters the student's name in the logbook (page 195) and communicates with the parent

- **Seventh Time Late**

Vice Principal enters the student's name in the logbook and communicates with the parent.

- **Eighth Time Late**

School behaviour committee takes necessary action as per the guidelines.



MORNING PUNCTUALITY MONITORING PROCESS DIAGRAM

TERM WISE



Dr. Manju Reji
PRINCIPAL



Roles and Responsibilities

1. Students:

- **Attending Regularly and Punctually:** Students must ensure they attend school daily and are punctual. Arriving on time for the first lesson is vital for setting the tone for the day.
- **Logbook Maintenance:** Students are responsible for bringing their logbook to school daily, maintaining accurate records of leave, and informing the class teacher and supervisor about absences.
- **Adherence to School Policies:** Students must comply with the attendance and punctuality procedures outlined in the policy, including seeking approval for planned leaves and providing documentation for medical absences.

2. Parents/Guardians:

- **Monitoring Attendance:** Parents must monitor their child's attendance and punctuality, ensuring they attend school regularly and on time.
- **Reporting Absences:** Parents are required to inform the school of any planned or unplanned absences promptly by making entries in the logbook, emailing the class teacher, and notifying the school in case of extended absences.
- **Support School Procedures:** Parents must adhere to the school's guidelines regarding leave applications, medical documentation, and consequences for persistent absenteeism or tardiness. Additionally, they should acknowledge and respond to any communications from the school regarding their child's attendance.

3. Class Teachers:

- **Daily Attendance Recording:** Teachers are responsible for taking accurate attendance daily by 7:30 AM and marking absences in the school ERP system.
- **Communication with Parents:** Teachers must ensure that they notify parents via logbook entries, phone calls, or email if a student is frequently absent or late. They should maintain records of these communications.
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- **Tracking Attendance Trends:** Class teachers should monitor student attendance trends and report any concerns, such as frequent absenteeism or tardiness, to the supervisor .

4. Supervisors:

- **Follow-up on Absences:** Supervisors must follow up with parents if a student is absent for more than two consecutive days without notification. They are also responsible for ensuring compliance with attendance procedures.
- **Investigate Attendance Issues:** If teachers suspect absenteeism for trivial reasons, supervisors are responsible for initiating inquiries and reporting findings to the vice principal or principal.
- **Record of Punctuality:** Supervisors are responsible for keeping a punctuality log for students who are late repeatedly and initiating communication with parents after a certain threshold of tardiness.

5. Counselor's Role:

- **Morning Welcome:** Counselors are responsible for welcoming students each morning, fostering a positive start to the day.
- **Punctuality Logs:** They maintain detailed punctuality logs for students, keeping track of instances of lateness.
- **Teacher Notifications:** If a student is late more than three times, the counselor notifies the respective teacher to ensure further follow-up.
- **Supervisor Notifications:** If a student is late more than five times, counselors notify the supervisor for additional actions to be taken.
- **Collaboration with Vice Principal:** Counselors work hand in hand with the Vice Principal to ensure the punctuality of students in their designated blocks.
- **Attendance Intervention:** They conduct attendance intervention sessions to address habitual lateness or absenteeism, supporting students in improving their punctuality.



6. Vice Principal/Principal:

- **Oversight of Attendance Records:** responsible for overseeing attendance records, ensuring compliance with attendance policies, and addressing any chronic attendance issues.
- **Managing Extended Absences:** In cases of extended absences, the vice principal or principal will decide on the re-enrollment process or take further action if necessary.
- **Addressing Tardiness Issues:** The vice principal will handle cases where students reach multiple tardy offenses and communicate directly with parents. The principal will be involved in disciplinary actions related to persistent tardiness or absenteeism.

7. Behavior Committee:

- **Disciplinary Actions:** In cases of severe or repeated tardiness, the school's behavior committee is responsible for determining appropriate disciplinary actions in line with school guidelines.

Promoting Awareness and Positive Behavior

Behavior Chart:

- Each classroom has a behavior chart that includes **attendance and punctuality** as key indicators, encouraging students to display positive behaviors and improve their punctuality.

Wellbeing Portfolio:

- Attendance and punctuality are also tracked as part of the **Wellbeing Portfolio** for each student. These indicators help monitor and support students' overall development, ensuring that consistent attendance contributes to their success.



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- **Regular awareness** regarding the importance of attendance and punctuality is promoted during school assemblies. This reinforces the school's commitment to maintaining high standards of attendance.
- **Parent Communication:** Parents are informed about the attendance and punctuality expectations during parent orientation sessions, and reminders are included in the school's weekly capsule.