

Manthan International School

Attendance Policy

Policy created by	Ms. Priya Saxena (DSL)
Policy reviewed by	The Principal/ Vice Principal/ Senior Leadership Team/ Dep. DSLs/ Pastoral Lead
Generated on	18.11.23
Reviewed On	02.03.25

PURPOSE

The school is committed to the care of our students, so it hopes that all employees, students, parents and visitors share this commitment. Manthan recognizes the need to ensure, as far as possible, the safety of our students, so it implements an attendance procedure. This procedure has the purpose of identifying the steps to follow when a student is absent from school. This policy provides students, parents and collaborators with guidelines and instructions regarding student absences.

To prevent situations escalating and becoming a risk, Manthan adheres to the following principles:

- The welfare of the student is the priority, and every student has the right to be protected from harm and exploitation. The welfare of a student is indiscriminate of race, religion, ability, disability, gender or culture.
- All students should be and feel safe in the school.
- Every student has the right to receive strategies and skills to help them keep themselves safe.
- All adults in the school must show a commitment to protecting the students with whom they work.
- Manthan is committed to working closely with parents, guardians, and other professionals to ensure the protection of its students.
- The well-being of the student is Manthan's priority.
- All students have the same rights to protection, but we recognize that in some cases, more support will be needed. Some of these cases may fall under situations of special educational needs, disability, gender, religion and sexual orientation.

AIMS AND OBJECTIVES OF THE POLICY

- To outline clear procedures for maintaining a record of attendance
- To maintain attendance record for academic excellence
- To avoid risks pertaining to absences from school
- To take measures to ensure the expected attendance is achieved

RESPONSIBILITIES

- Safeguard the rights of the minor.
- Protect the personal privacy of the minor.
- Raise awareness and provide clear guidelines for action on issues related to student absences.
- Inform the Designated Safeguard Leader of any concerns related to student absences.

PROCEDURES FOR REPORTING STUDENT ABSENCES

The School Principal, the Vice Principal, the Senior Leadership team, the Pastoral Lead and the Designated Safeguarding Lead will ensure:

- that a consistent attendance procedure is followed across classes and sections
- that actions are taken to improve student attendance
- that a follow up and actions on persistent or frequent absence from school are ensured
- that **95 percent** attendance is achieved
- that awareness for attendance is created for parents, staff, and students
- that the attendance procedures are reviewed

Teacher Leaders will:

- encourage the teachers to record attendance by the end of the first period.
- liaise with class teachers and subject teachers to identify patterns of absence from school
- take immediate actions in the case of absence from school for more than two days (in the case no information about the absence is communicated by the parents)

Class Teachers and Subject Teachers will:

- **ensure all Attendance Registers are marked accurately and promptly and sent to the TLs room by the end of the first period.**
- **attendance in iSAMS is also updated on time.**
- monitor closely the absence patterns and report promptly to the TL/ Principal/ Vice Principal/DSL/ Pastoral Lead (in case of special needs)
- communicate the necessity of regularity to school to the students and parents
- immediately report any sudden absence from classroom or specific subject classes despite being present in the register / MSO/ iSAMS. Report via mail, WhatsApp to the TL/ Principal/ Vice Principal/DSL/Pastoral Lead (in case of special needs).

Administrative Staff will:

Connect with parents of the reported cases of absence and inquire into the reasons of absence

Report the findings about absences promptly to the School Principal and Vice Principal, DSL (in case of signs of Safeguarding issue) Pastoral Lead (in case of special needs).

Reporting by parents

At Manthan, students are encouraged to have maximum attendance to achieve academic excellence. If a student is irregular, he/she will miss active learning, and it can create a gap in understanding of concepts. Not everything learnt in the class can be obtained from textbooks or peers' notebooks. It is strongly recommended that parents/guardians plan family activities during vacation time and on long weekends and discourage students from taking leave during working School days. School Calendar, along with a list of holidays, is given in advance to help parents plan their vacations accordingly.

- Students need to have a **minimum of 95%** of attendance at Manthan to achieve minimum academic learning designed for the class.
- Attendance of students is recorded without fail on every working day in every class on the intranet network of the school and a physical attendance register, prior to the commencement of the first period.
- In case of absence for 1 or 2 days from School, an email must be addressed to the Class Teacher along with a copy marked to the Teacher Leader. If a student takes leave for more than 2 days for medical reasons, parents should submit a Medical Note from a registered Practitioner to be marked as 'Absent Excused'.
- Whenever a student wants to avail leave for more than 4 days, a letter requesting for leave of absence should be submitted to the school prior to the absence. The school Principal must approve any leave that extends beyond 4 days.
- In the event of an emergency where a student must absent himself/herself without prior leave application and approval, the concerned student's family must inform the Class Teacher by sending an email about the details for the absence prior to 8:00am on that day to be marked as "Absent Excused". If not, the student will be marked as "Absent Unexcused."
- Students are not permitted to have half-days under normal circumstances. Nevertheless, in the event of a medical emergency, the school's medical team will promptly notify parents to arrange for the child's timely pickup from the school premises. Half days are not allowed for students.
- If any student is absent from school (for any period), the onus of making up for the lost work does not lie with the school, but with the student and his/her family.
- If a student's attendance does not meet the required threshold as per the School Policy, on a case-to-case basis, the school might withhold him/her from attending the examinations or from being promoted to the next class.
- Students' attendance will be declared in the School Transfer Records sent to future schools.

End of the document