

## Attendance Policy

At our school, we recognize that children who are absent for prolonged periods or on repeated occasions may be at risk of various [safeguarding issues](#). Such absences may serve as vital warning signals, and early intervention is essential to ensure the child's safety and well-being. All employees should be alert to the possibility of these risks and follow procedures as outlined in the school's attendance policy.

We share the school calendar with parents at the start of each academic year, and we expect families to plan vacations and personal holidays around this schedule. Requests for schedule changes related to assessments, submissions, or activities cannot be accommodated.

### Academic Year

- The academic year runs from June to April.
- For Grades 11 and 12, the new session begins in March after the board exams.
- For Grades 10–12, the new session starts in March after exams.

### Minimum Attendance Requirement

- A minimum attendance of 90% is mandatory for promotion to the next grade and eligibility for end-of-term/year exams.
- Any exceptions will be considered at the discretion of the Division Head and Principal.

### Planned Absence

- For planned absences, parents must notify the Parent Relations Team at least one day in advance. The email subject should be: *Planned Absence for [Student Name] of [Grade and Section]*, and it should include the reason for and duration of the absence.
- Parents are responsible for ensuring their child makes up for missed lessons during planned absences.

### Unplanned Absence

- For unplanned absences, parents should email the Parent Relations Team on the day of absence with the subject: *Unplanned Absence for [Student Name] of [Grade and Section]*, including the reason and duration of the absence.

- Acceptable reasons for unplanned absences include illness, death in the family, or any legal or statutory formalities that arise without notice. Supporting documentation may be required for these absences.

### **Absence due to Sickness or Health Issues**

- If a child is unwell or shows symptoms such as cold, cough, fever, stomach discomfort, rashes, or signs of an infectious disease, parents should refrain from sending them to school. The Parent Relations Team must be informed, following the planned/unplanned absence procedures.
- Medical or dental appointments should be arranged outside of school hours. If an absence is due to a medical appointment, please inform the Parent Relations Team via email following the planned absence process.
- In cases of infectious diseases or serious health concerns, parents should ensure the child is fully recovered before returning to school.
- For health issues or medical emergencies during school hours, the school will contact the parents, and we ask for full cooperation in addressing the situation promptly.
- If a student is absent for more than three days due to illness, a medical certificate should be emailed to the Parent Relations Team before the student returns to school.

By following these procedures, we can ensure the health, safety, and well-being of all students while maintaining a positive learning environment.