



ABSENCE AND PRESENCE POLICY TO STUDENTS

Regular and punctual attendance is of paramount importance in ensuring that all children have full access to the curriculum.

We expect all children attend school regularly and punctually. Students need to attend school regularly to ensure the students' uninterrupted progress. The school monitors the children's attendance pattern daily while working actively with parents to ensure a regular pattern is maintained. Therefore, if the students are fit and healthy enough to attend school, they are expected to attend all days. Parents are informed of their responsibility to ensure their children attend regularly. Punctuality impacts the learning experience of not only the individual, but also the class as a whole.

Attendance is discussed with each parent at parent evenings the attendance percentage is reported.

Parents have a legal obligation to ensure their children receive a full-time education. This is achieved by regular attendance at school.

ARRIVAL & DEPARTURE TIMES

Students reach to school	Between 7:30 to 7:50
Class starting time	8:00 am
Class dispersal time	12:00 pm

For students who are using own transport: Parents are advised to drop children at the entrance while dropping in the morning. if they come on time. Our staff will take them to class room.

But for picking them back, parents have to go to classes and pick them back.

For students who are using school transport: Our female staff will be there in the vehicle to take care of children. Attendance will be taken while boarding in and out of vehicle both of time while coming and going back to school.



ATTENDANCE

Attendance will be marked by the class teacher daily in the attendance register. To make parents aware that their children reached safely to school, teacher will post the absentees name list the class groups by 9:00 am every day.

ABSENCE

1. If any child is absent, it is expected to call the school before 9:00 a.m. with the reason of their absence. If no contact is made, the school will contact the parents on the second day of the consecutive absences.
2. Pupils should return to school with a note to confirm the reason for absence.
3. If no explanation for a child's absence is given, the absence is recorded as unauthorized.
4. Absences are recorded as being authorized or unauthorized.

- An authorized absence include illness, medical appointments, and religious observance.
- Unauthorized absences are those where the reason for absence is unknown to the school, or the reason is inappropriate. These may include absence without notification, going shopping, haircuts, sleeping in, family holiday, etc.

REMOVAL FROM THE REGISTER

If a child is absent for more than a month continuously without any notification, school is subjected to remove the child from school register as well as the NSIS system.

If the child is back to join, has to do the re-register again by paying the registration fee

The kindergarten encourages open communication between parents and teachers to address any concerns related to attendance and ensure the student's well-being.