

# ATTENDANCE POLICY

POLICY FOR	Punctual and regular attendance
PERSON RESPONSIBLE	SHAFNA SHAMIN
REVIEW DATE	APRIL 2024
REVIEWED BY	SHAFNA SHAMIN
APPROVED DATE	1 <sup>ST</sup> MAY 2024
APPROVED BY	SLT
DATE OF NEXT REVIEW	MAY 2025

## OUR AIM:

The AAES Attendance policy aimed at educating the students and parents of the Attendance requirement prescribed by the MOE. Ensuring all staffs are fully aware of the actions necessary to promote good attendance. Raising awareness of parents and students on the importance of uninterrupted attendance. Creating punctuality in children. Awareness of authorized and unauthorized absence and its impact on children and their academics. Availing of permitted leave in dire cases like medical leave when a medical certificate is produced, leave for Hajj & leave for bereavement. Reducing unauthorized and unwanted absence with proper sanctions which may even lead to detention.

## PROCEDURE:

1. Students and staff are advised to be punctual in class and office every day.
2. Late student is issued with a remark in the students' handbook to be presented to the class teacher for approval.
3. Early exit is permitted through exit pass duly signed by the Principal/VP at the request of a parent or guardian in person. It is to be presented at the gate.
4. All absences are recorded in the register.
5. Authorized absence is permitted in legitimate and urgent matters.
6. In case of emergency, if the student has to fly to their home country, parents have to take permission from the Principal and submit the form at the office.
7. Unauthorized absence for a prolonged period can lead to disciplinary action if detected that the absence was unnecessary.
8. Class teacher can approve only one day leave. Supervisor can approve 2 days leave. More than two days leave will be approved by the Principal or Vice Principal providing the supporting documents like Medical Certificate.
9. As per MOE, the minimum required attendance is 95% for Promotion to the next higher class.