

ABSENTEEISM POLICY

1. There is an attendance register in which a record of student attendance will be maintained meticulously.
2. Student absenteeism will be monitored and there will be a follow up on unexplained absences.
3. The school will initiate and implement strategies addressing individual student absenteeism.
4. The school will ensure the quality and accuracy of attendance records in school rolls.
5. The school will insure the proper filing of all documentation relevant to student absenteeism in student's record folders.
6. The school will arrange for follow-up with parents where unexplained absences are significant.
7. The school will communicate with parents in relation to the need to provide an acceptable explanation of a child's absence from school.
8. The first two absences will only require a diary note to be excused. However, any absence after two will require filling the available form at the office and a supporting document has be attached upon the return of the student to be excused.
9. A notice letter will be issued to a parent in case their child has less than 75% attendance.
10. Only on disciplinary issues, the School may demand absence of the child on suspension.

