



Student Attendance Policy

We at First Assalam School believe that students make the greatest progress and achieve the best results when their attendance is regular and uninterrupted. For a child to succeed in the school environment it is essential that a high level of attendance is maintained.

A target attendance rate of 90% is what the school will aim to attain (individual student attendance is expected not to fall below 85%). First Assalam School works for a minimum of 185 days per academic year. We expect all children to not miss any more than **28 days over the school academic year**. Children absent for more than 28 days in the school year, without due reason, may not be offered a place in the immediate academic year depending on the circumstances. At First Assalam School we want to put in place a clear, workable policy to monitor, improve and maintain good attendance. This policy will involve a partnership with the school and parents.

Purpose of the Policy

- To ensure all parties are aware of their responsibilities.
- To ensure high levels of attendance, in order for students to achieve outstanding levels of achievement, progress and personal growth.

Rights & Responsibilities

- Improving attendance at First Assalam School is the responsibility of everyone in the school community – pupils, parents, and all staff.

Pupils

- All pupils are expected to attend school and all their lessons regularly and punctually.
- Pupils who do experience attendance difficulties will be offered prompt and sympathetic support, initially from the Class teacher, and if the need should arise, from the Vice Principal /Principal. At the end of each academic year, pupils who have 100% attendance will be presented with certificates.

Parents:

Parents are responsible for ensuring that their child attends school regularly, punctually, properly dressed and equipped and in a fit condition to learn. If a child is prevented for any reason from attending or is late, parents are requested to notify the school as soon as possible in writing. A pupil's absence from school must be considered unauthorised until a satisfactory explanation is forthcoming from the parent. Parents will be informed promptly of any concerns which may arise over a child's

attendance. Parents whose child's attendance is a cause for concern will be written to by the Class teacher/ Vice-Principal at the end of each term. Parents should avoid, if at all possible, making medical/dental appointments for their child during school hours.

Unexcused Absent Days for the whole year	Consequence
10 days	First Warning Letter(Meeting with Teacher)
17 days	Second Warning Letter (Meeting with VP)
28 days	Final Warning Letter (Meeting with Principal)

School

Staff will encourage good attendance and punctuality through personal examples. Attendance is the responsibility of all school staff (not just teaching staff). First Assalam School will employ a range of strategies to encourage good attendance and punctuality and will promptly investigate all absenteeism, liaising closely with parents. Staff will respond to all absenteeism firmly and consistently.

Registration

School operates in morning and evening shifts.Registration for morning shift will be called at 7.00 am and for evening shift registration will be done at 1:00 pm. Pupils who arrive late will receive a late slip, giving time of arrival and reason for being late. When the child enters the class with a late slip, the class teacher will amend the register entry to read 'late' when recording attendance.

Tardiness

- Tardiness shall be noted in the late book and monitored by the class teacher.
- If the 'late-coming ' becomes a regular occurrence the parents/guardians will be invited to meet with the Vice Principal.

Early Exit

- We do not encourage early exits. However, in case of medical appointments or emergencies, school allows the students to leave early.
- Early exit slip needs to be filled by the parent/ guardian. Basic details need to be filled in, reason, contact details of the person along with the QID.
- In case of continuous early exits, parents will be called for a meeting.

Procedures for following up absences

- Parents will be contacted by the class teacher when the child has been absent on a school day via a phone call/ SMS or circular note. Teachers will maintain a log record of the calls.
- A final telephone call will be made by the school registrar to parents when the child has reached 28 days of absence. (Vice-Principal)
- When pupils have been absent for 28 days, the child will receive notification in writing and SMS that due to long unjustified absence from school, they may not be offered a place in the school any longer. (Vice-Principal).
- In all circumstances, the ministry of Education and Higher Education is informed of absences of 10 continuous days or more. This information must be provided by the Vice-principal through appropriate channel.