

SCHOOL OF KNOWLEDGE

ATTENDANCE AND PUNCTUALITY POLICY

Rationale - At School of Knowledge we aim to ensure that our high expectations lead to maximum achievement by all. Central to the fulfilment of this aim is the need for a consistently good level of attendance and punctuality by all our pupils. We work in partnership with parents in ensuring the regular and punctual attendance of pupils.

Parents have a legal responsibility to make sure that children come to school regularly and on time. The school has a legal duty to mark the register and record attendance of every child on its roll and to specifically code which children are absent or late and why.

Students- Students are expected to attend school everyday

1. Attendance is marked every morning from 7:30 a.m. – 7:35 a.m.
2. The Attendance register is then sent to the Supervisor's table to make a note of the children absent for the day.
3. The names of the children absent for the day are then sent to the office.
4. The secretary/ receptionist / counsellor will then call the parents of those who have not asked for prior leave, to enquire as to why the child is absent for the day.
5. Children who arrive after the register has been taken (7:35am) will be marked as late.

B. Attendance Targets

1. The school has challenging attendance targets which are set each year
2. The target for all children should be 100% attendance at school. However, the management has, set a threshold of 90% attendance, below which the attendance of an individual child will be deemed to be threatening their progress. This threshold may be modified depending on provision for external individual factors, for example long-term recurrent health problems.

3. To encourage children to achieve high levels of individual attendance the following incentive schemes have been devised by the school:

- *end of year certificates and prizes for those children who have achieved 100% attendance and punctuality;*
- *names of children with 100% attendance and punctuality printed in the end of year newsletter.*

C. PUNCTUALITY

The School takes active steps to ensure the punctuality of pupils. Lateness is monitored and investigated.

*Students who are late report to the receptionist / Supervisor and collect a latecomer's slip before going to their classrooms.

*The names of such students is entered in the late register kept in the office (Names with reasons for tardiness).

*Students who come late on more than 2 days will be given a note in the diary by the Supervisor. If the lateness is extreme or continues the Counsellor is informed and will phone or speak to the parents

D. ABSENCES

Absences fall into two groups, authorized and unauthorized.

*Authorized absences involve children having time out of school for approved reasons, for example: illness, urgent medical appointments, attendance at funerals, or visits to new schools.

The school will need an explanation from parents (a note, telephone call or message in person) if they are to authorize the child's absence. This is then marked in the register.

Exceptional authorized leave (short leaves)

Parents who wish to take their children out of school for any other reason during school time must collect a slip from the school receptionist which will then be sent to the Supervisor / Class teacher and the transport department (if applicable)

* Unauthorized absences involves children having time out of school without explanation, or where the reason for absence is one that the school cannot authorize.

If a student is absent for more than 3 days without prior approval, they have to submit a medical report or a letter from the parent explaining the reason for absence.

If the Principal does not authorize a holiday or exceptional leave in term time, and either is still taken, or more than the allowed 10 days are taken, this is always classified as unauthorized.

Absence Procedure for Parents

If your child is absent on a particular day please send a written not in the dairy on the next day itself. If a child fails to come with a written explanation he/ she may not be allowed to attend the class.