

New Indian Model School

Attendance Policy 23-24

Adapted: 2017

Reviewed: 2018,19,20,21,22,23

Next Review: March, 2024

Students should not miss their classes or keep away from other curricular and Co-curricular activities conducted by the school. Each student who registers 75% of attendance of the total working days only will be permitted to appear for the final examination. Students are responsible for completing all assignments missed during their absence. Parents/Guardians should seek to ensure that family vacations take place during scheduled School holidays. Condonation in attendance (in deserving cases) is granted only when the parent applies for leave for his ward on any of the following grounds supported by a medical certificate wherever necessary.

- * Sickness of the child.
- * His/her medical treatment.
- * Medical treatment of the parents or confinement of the mother, and parent's inability to arrange for the stay of the child.
- * Bereavement in the family.
- * Any other ground acceptable to the principal

Parents /Guardians should see that students refrain from unauthorized absences like shopping trips or unnecessary travel during working days.

Students are considered to be truant if they are absent from School without their Parents'/Guardians' knowledge or consent, or if Parents/Guardians have colluded with the student so that they are absent without authorization.

The incidents of truancy of student are immediately informed and discussed with the Parents/Guardians and the student's attendance is closely monitored. Absence notifications will be sent to the parents' registered mobile phones if students are absent.

If an absence is authorized, the student can make up the work and tests that are missed. If the absence is unauthorized, the School will agree with the Parents/Guardians on the appropriate course of action pending completion of the investigation into the circumstances surrounding the absence.

School administration will excuse students for being late in the morning during days with adverse weather conditions.

Students will be expelled in case of unexcused absence of ten days continuously or fifteen non-continuous days during the academic year after issuing three warning letters which is sent to the parents /guardian every three days. The expulsion order will be given by the school principal after the approval by ADEK and the guardian is informed.

Parents/Guardians who plan to have their children miss several days of School are required to notify the School at least ten days before the anticipated absence, in order to allow teachers time to prepare the list of assignments that will be missed during the absence.

The assignments must be completed by the student and returned to the relevant teachers either before leaving or shortly after returning from the absence.

The student or Parent/Guardian shall be responsible for contacting the School administration to learn of all assignments and tasks given to the student.