AJIS Attendance Policy 2024-25

AJIS Attendance Policy

Purpose

The purpose of the AJIS Attendance Policy is to establish clear guidelines for student attendance, ensuring students are present to fully engage in their learning and promoting academic success. Consistent attendance is essential for both student achievement and social development.

Attendance Expectations

- **Regular Attendance**: Students are expected to attend school regularly and be present for all classes.
- **Excused Absences**: Absences due to illness, medical appointments, family emergencies, religious observances, etc., are considered excused.
- **Unexcused Absences**: Truancy, skipping classes, and unauthorized vacations are classified as unexcused absences.
- **Punctuality**: Students are expected to arrive on time for all classes. Chronic tardiness may lead to disciplinary action.

Attendance Procedures

1. **Morning Register**
    - **Opening Times**: School doors open at 7:25 a.m., and class registers open at 7:45 a.m.
    - **Final Register**: Registers close at 8:00 a.m. Students arriving after this time are considered late and must sign in at the school reception, where they will be marked as tardy.
2. **Punctuality Monitoring**
    - The **Student Welfare Officer (SWO)** and **section supervisors** monitor punctuality regularly.
    - Parents are informed of tardiness issues via letters. If no improvement is observed, meetings may be scheduled.
    - Persistent tardiness may result in referral to the Principal or Vice Principal for further action.
3. **Absence Procedure**
    - At the start of the academic year, the school provides parents with a copy of the attendance policy.
    - For unreported absences, section supervisors make a **first-day absence call** to confirm the reason for the absence.

Types of Absences

1. **Medical Absences**
    - A doctor's certificate is required for medical absences, which will then be recorded as authorized absences.
2. **Personal Absences**
    - For personal reasons, a **leave application** must be submitted.

- The **BMC (behaviour Management Committee)** will determine if the absence is authorized or unauthorized.

Punctuality Monitoring

- The **Student Welfare Officer (SWO)** and **section supervisors** will regularly monitor punctuality.
- Parents will be informed of tardiness issues through formal letters. If punctuality does not improve, meetings may be scheduled.
- Persistent tardiness may result in a referral to the Principal or Vice Principal for further intervention.

Absence Procedure

- At the beginning of each academic year, the school provides parents with a copy of the attendance policy to ensure they are informed.
- For absences without prior notification, section supervisors will make a **first-day absence call** to confirm the reason for the student's absence.

Types of Absences

1. **Medical Absences**
   - A doctor's certificate is required for all medical absences, which will be documented as authorized absences.
2. **Personal Absences**
   - For personal reasons, a **leave application** must be submitted.
   - The **Behavior Management Committee (BMC)** will review and determine if the absence is authorized or unauthorized.

Parent Communication

- Parents will be informed daily of their child's absence via **WhatsApp** and **email**.
- All excuses, including medical certificates, will be recorded and securely stored in the student's file for documentation purposes.

Make-Up Work for Excused Absences

- Students who miss school due to an excused absence are responsible for completing any missed assignments.
- Assignments will be made available on **Class Dojo** and **Microsoft Teams** by the respective subject teachers.
- Work must be submitted within **two school days** of the student's return to school.

Chronic Absenteeism

- **Definition**: Students who are absent for more than **[X] days** during the academic year will be considered chronically absent.
- **Support Measures**: To help address chronic absenteeism, students will receive support through counselling and academic interventions.
- **Parental Involvement**: The school will collaborate closely with parents to identify any underlying causes and to develop strategies for improving attendance.

Incentives for Good Attendance

1. **Perfect Attendance**
    - Students with perfect attendance will receive **weekly and monthly rewards** and certificates.
    - Achievements will be celebrated by displaying names on the **Student Achievement Boards**.
2. **Parental Appreciation**
    - An appreciation letter will be sent to the parents of students who maintain excellent attendance throughout the year.

Reminders and Communication

- **Regular Reminders**: Students and parents will receive regular reminders of the importance of consistent attendance.
- **Policy Updates**: Any changes or updates to the attendance policy will be communicated promptly via **school notices, WhatsApp, and email**.

Review and Revision

- The attendance policy will be **reviewed regularly** to ensure its effectiveness and relevance to the needs of students, staff, and the school community.
- **Policy Updates**: Necessary updates may be implemented based on feedback from teachers, parents, and the wider school community.

Feedback

- AJIS values feedback from teachers, parents, and students to enhance the attendance policy.
- The school is committed to fostering open communication, ensuring that the attendance policy remains **supportive and fair** to all students.

This updated policy framework aims to encourage attendance through support, recognition, and open communication while allowing for flexibility to address individual needs and school community feedback