Attendance Policy

Purpose

The Indian Public School is committed to safeguarding its students and ensuring that every child attends school regularly, punctually, and responsibly. This Attendance Policy outlines clear procedures, timelines, and accountability measures for students, parents, and staff to maintain consistency and discipline.

This attendance policy provides guidelines regarding student absences, communication timelines, responsibilities of stakeholders, and the mandatory attendance expectations.

Principles

- The welfare, safety, and educational progress of every student remain the highest priority.
- Regular attendance and punctuality are essential for student success.
- Parents, facilitators, and school authorities must ensure timely communication and adherence to this policy.
- All students, regardless of age, background, or ability, are entitled to equal protection and consistent attendance expectations.

Scope & Objectives

The Indian Public School aims to:

- Provide a safe and positive learning environment.
- Maintain a structured attendance system that protects student welfare.
- Raise awareness among staff and parents about truancy concerns.
- Ensure effective communication between school and home.
- Enforce a uniform attendance protocol for all stakeholders.

Responsibilities

All stakeholders must:

- Safeguard the rights and well-being of students.
- Maintain confidentiality regarding student information.
- Act promptly on absentee-related concerns.
- Notify the Designated Safeguarding Leader of repeated or unexplained absences.

Procedure for Reporting Student Absences

Students and parents are required to follow these procedures firmly:

1. Prior Notification (Planned Leave)

- Parents must email to the school at least **48 hours in advance**.
- A diary note or leave application must be sent to the class facilitator.
- Leave will be considered approved **only after** confirmation from the academic authority.

2. Emergency / Unforeseen Absence

- Email must be sent **on the same day before 9:00 AM** to the above address.
- Absence without email will be marked **Uninformed**.
- For **3 or more consecutive days** of absence, official documents must be submitted:
  - A medical certificate (if illness-related).

3. Approval

- Leave is not granted unless formally approved.
- The school may verify all certificates and documents.

4. Make-up Work

- Students must complete all missed assignments within *three (3) working days* of returning to school.
- Missed tests will be rescheduled *only if* the leave was formally approved, and such rescheduling will remain subject to the discretion of the academic authority.

Procedure for Marking Attendance

Level 1 – Class Teacher

- Mark attendance on I-Campus before the first period.
- If a student is absent without intimation, reach out to the parents and record the reason for absence.
- Maintain records of:
  - Medical certificates
  - On-Duty (OD) entries
  - Recurrent late arrivals

Level 2 – Coordinator

- Review absentee patterns weekly.
- Escalate cases where:
  - Absence continues beyond **7 working days**, or
  - The reason appears invalid or repetitive.

Level 3 – Principal

- Issue formal warnings.
- Conduct meetings for high-risk absentee cases.

Level 4 – Academic Director

- Review chronic truancy cases.
- Report unresolved or serious cases to the Managing Director.

Attendance Requirements

- Every student must maintain **minimum 85% attendance** and TIPS and Isp aspire for all students to have a minimum attendance of 90%.
- Falling below this threshold may result in:
  - Withholding exam permission
  - Withholding report cards
  - Restrictions from school events
  - Escalation to Academic Head

Late Arrivals

- Attendance is taken between **8:30 AM and 8:40 AM**.
- Arrival after 8:40 AM is marked **Late**.
- More than **3 late marks in a month** will lead to:
  - Written notice to parents
  - Meeting with Coordinator
  - Entry into behavioural record

Early Exit Policy

- Early exit is discouraged except in emergencies.
- Request must be emailed **minimum 2 hours prior**.
- Parents must sign the student out at the office.

Frequent early exits will be monitored strictly.

Exemptions (Rare & Verified)

Exemptions may be granted only in cases such as:

- Serious documented illness
- National or international competitions
- Situations verified and approved by school management

Exemptions do not relax the requirement for academic completion.

Disciplinary Action for Non-Compliance

Strict action will be taken for:

- Uninformed absences
- Frequent late arrivals
- Invalid or falsified medical documents
- Repetitive absentee patterns

Consequences may include:

- Written warnings
- Mandatory parent meetings
- Suspension of privileges
- Management-level review

Communication Accountability

Parents must:

- Monitor attendance daily on I-Campus
- Ensure punctuality and consistency
- Respond to school communications within **24 hours**

Failure to respond will lead to automatic escalation.

Policy Compliance

- This policy is mandatory for all students and parents.
- Ignorance of guidelines will not be accepted.
- Any update to the policy will be formally communicated.

This attendance policy ensures disciplined conduct, learner accountability, and a safe educational environment at The Indian Public School.