



Discovering Potential | Learning to Care | Respecting Differences

POLICY AND PROCEDURES

STUDENT ATTENDANCE POLICY

POLICY

School attendance is essential to the progress and achievement of our students.

The school has 90% attendance requirements as mandated by the Ministry of Education.

Attendance and participation shall be expected in any and all activities on and off the School grounds.

Students shall arrive at school before 7.30am each morning.

Only students who have observed the Attendance Policy and Procedures and have an attendance record of 90% will be allowed to sit for the Term exams / external examinations.

PROCEDURES

Teachers' Responsibilities:

- 2.1 Teachers must emphasise the need for students to be punctual and maintain full (100%) attendance throughout the academic year.
- 2.2 The Class/Form Teachers hold responsibility for attendance matters. It is the statutory duty of class/form teachers to maintain accurate both paper & electronic attendance registers. Paper registers must be sent to the administration office every morning at the latest by 9.00 am.
- 2.3 Attendance is recorded, data stored and analysed on a monthly basis by the teacher in-charge of registration.
- 2.4 When attendance problems occur, the class/form teachers must inform Admissions to contact the parents/guardians on the first day of absence before

10.00 am. If absenteeism persists, class/form teachers/ authorized person must contact the parents/guardians to work with them in the interest of their children.

- 2.5 Absence for any reason during school hours can only be authorized by the Head of School.
- 2.6 The class/form teacher must notify the Head of School immediately if student has been absent for two (2) consecutive days. The class/form teacher must also provide the Head of School with any documents/letters from the parents/guardians, explaining the absence.
- 2.7 The Head of School will prepare standard letter (Appendix 1) requesting reasons for unexplained absences as follows:
 - 2.6.1 When a student has been absent for more than two days.
 - 2.6.2 When a student has been absent on a regular basis.
- 2.8 A student who does not attend 90% (excluding authorised absence) of school days during the term may not be allowed to sit for the Term Examination. The Head of School will inform parents/guardians in writing immediately when the need arises.
- 2.9 When the need arises, the Head of School will contact the parent/guardian again for a meeting with the parent/guardian to resolve the issues relating to the student's absence.
- 2.10 In the case of a student continues to be absent after the meeting in 2.9, the Head of School in consultation with the School's Management may permanently exclude the student from the School.

1. Types of Absence:

3.1 Authorised Absence:

3.1.1 Illness

When a student is unable to attend school due to an illness, a letter from a registered medical practitioner documenting the illness must be provided as evidence. For appointments with the health care providers, a copy of the official documentation must be presented via class / form teacher as evidence.

3.1.2 Chronic or Prolonged Illness

For students who are absent because of chronic illnesses, a disability or have to be looked after at home, the parents/guardians must notify the School immediately via class / form teacher. Copies of documentation from a registered medical

practitioner must be presented within two days of the student's return to the class / form teacher.

3.1.3 Religious Observance

Parent/guardian should advise the Head of School at least 1 month in advance regarding absence due to religious observance.

3.1.4 Suspension

In cases of absences because of a suspension, the parent/guardian will be notified by the Head of School of the suspension and the date when the student will be expected to return to school. The student must return on the indicated date.

3.1.5 Prearranged Appointments

Every effort should be made to arrange appointments outside school hours. If it is necessary for a student to be out of school for a reason, the student should return to school immediately after the appointment. In cases of appointments which cannot be made outside school hours, official documentation must be presented to the class / form teacher.

3.1.6 Family Bereavement and Exceptional Circumstances

Parents/guardians who are unable to bring their children to school due to the above reasons, must ensure that the School is informed so that the appropriate entry can be written in the Register. The Head of School may approve prearranged absences for situations in which an exemption from attendance appears to be in the best interest of the student and his/her family.

4. Parents' Responsibilities

- 4.1 Parents/guardians must keep the School informed of all matters that might affect the attendance of their children in school as follows:
 - 4.1.1 Telephone / email the School on the first day of absence.
 - 4.1.2 To inform the School of the reason and the date the student will return.
 - 4.1.3 Provide a letter to the class / form teacher confirming the reason(s) for absence on the day the child returns to school.
- 4.2 Parents/guardians are required to notify the School via class / form teacher in writing of pre-arranged appointments immediately after the date is known.

- 4.3 If attendance becomes a problem, parents/guardians must work with the School to improve the situation.
- 4.5 Applications should be made in writing to the Head of School at least one (1) month prior to any student's leave of absence before the absence begins. Parents/Guardians should not assume that permission is granted and take their children on leave until the receipt of approval in writing is obtained from the Head of School.
- 4.6 Parents/guardians who wish to take a leave of absence from school should be aware that their children will miss out on school work. It is the parents' responsibility to ensure that the children cope with work when the children return to school. **The School cannot be held responsible for preparing work for the children who miss lessons.**
- 4.7 In cases involving a medical condition where the student is absent due to a contagious disease, the parent/guardian is required to submit the necessary documentation from a certified medical practitioner confirming that the child's condition is no longer contagious and he/she is fit to attend school.
- 4.8 Parents/guardians must complete the Permission Slip, if they need to take their children out at any time.
- 4.9 Students who are medically unfit to attend Physical Education classes must bring a letter from a registered medical practitioner confirming their inability to attend such classes.
- 4.10 In exceptional circumstances, for consideration of absences longer than seven (7) schooling days within an academic year, parents/guardians should obtain the necessary written approval from the Head of School at least one (1) month in advance.

5. School Work

- 5.1 When students are on **authorised** absence, the school work will be provided by the teachers. Students are required to complete such work before returning to school prior to their departure. On the students return to school, they must submit the completed work to their respective teachers within a week.

6. Leave Guidelines

- 6.1 The School **may not** grant leave during school hours under the following circumstances:

- 6.1.1 When a student has been in school for less than one term. This is very important as the student needs to settle into his/her new environment without any interruptions.
- 6.1.2 One month before and during internal / external examinations.
- 6.1.3 When a student's attendance record already includes any form of unauthorised absence.
- 6.1.4 Where a student's attendance rate is already below the School's required attendance of 90%.

APPENDIX 1: LETTER – REQUESTING REASON FOR STUDENT ABSENCE

Dear

Our record shows that as at the date of this letter has been absent from the school since It is the school policy that all students are required to achieve a minimum of 90% attendance unless such absences are authorized on grounds acceptable to the school failing which the school reserves the full discretion to exclude the student from examinations or to de-register the student. Absences of more than two (2) consecutive days without reasonable cause may lead to action as the School deems fit.

If you wish for.....to continue at Mutiara International Grammar School, kindly contact the school's Admission Office to confirm your child's status, or they will be automatically de-registered from the school.

Please note that, a student once de-registered will have to be re-enrolled and re-registered upon payment of the applicable fees and on the School's term of registration and entry is subject to the availability of space.

Should you have any queries or require any further information please do not hesitate to contact us.

Thank you.

Yours sincerely,
