

## ATTENDANCE POLICY

### **VISION**

Our vision is to be a globally renowned academia fostering excellence in future – ready robust pedagogy and profound learning environment to disseminate values of academics freedom and the spirit of collaboration and innovation. To develop an ethos of entrepreneurship and build ethical future enterprise leaders who add value to society, spearhead in nation building.

### **MISSION**

Our mission is to impart quality value based education of international standard and focus on holistic development of the students imbibing skills for solving real life problems. Along with our clean and green campus – our infrastructure offers homey stay, hygienic food. It's our priority to engage all our staff from ground level to top management as a family to ensure that all students make a smooth transition to our institution and do not feel alone.

### **OBJECTIVES**

1. **Promotion of value education and community service** : to impart values such as resilience, determination, confidence, and creative & critical thinking, to develop good social skills and the ability to form good relationships, to promote participation in community life and fulfilment of civic and social responsibility.
2. **Instilling cultural, linguistic diversity and heritage** : to instil the importance of inclusion within society of different groups and persons with different personal characteristics, the diversity of society, cultural knowledge, various languages, India's cultural values, history and its rich heritage, yoga, Ayurveda and holistic living, to implant cross cultural dexterity.
3. **Cognitive Acceleration Program** : To encourage schema (class preparedness), cognitive conflicts (make the children face challenges and to solve problems in collaboration), social learning, meta cognition (knowing about knowing), bridging (transferability of knowledge), teacher mediation to master learning.
4. **Internationalism and Entrepreneurship**: To promote global citizenship, globalization and sustainable future, physical & psychological health, inter personal skills to enhance employability skills.
5. **Nurturing Leaders**: To instil leadership qualities, to foster the physical, intellectual, technological, social, emotional, and artistic development of the students, develop self-discipline and personal responsibility, to promote creativity, effective communication, and critical thinking skills, to have a strong student leadership program with active involvement of students of all age groups.

6. **Multi literacy:** To develop the ability to interpret, identify, create and communicate meaning across a variety of visual, oral, musical and alphabetical forms of communication.
7. **Curriculum and learning atmosphere :** To build a curriculum leading to experiential learning and to have multiple curricula, to provide clear learning outcome, detailed instructions and assessment for all courses to ensure course mastery, student success, to offer a dynamic, interactive educational environment that engages students in the learning process, to promote inter-disciplinary learning, to review and update curriculum, instruction, and assessment in a regular cycle.
8. **Assessment practices:** To support every child's individual strength, Self-assessment, Peer assessment, learning how to give feedback.
9. **Teach less and learn more strategy:** To reduce lecturing from podium, to increase quality of education not quantity.
10. **Technology and digitalization:** To use technology to create effective modes and means of instruction and expand access to learning, to educate the students in futuristic technologies, to have robust digital infrastructure.
11. **Safe campus:** To be a residential school of international standard providing safety and security, in a healthy and hygienic atmosphere.
12. **Community partnership:** Cultivating the educational partnership among home, school, and community, nurturing a culture of collaboration, collegiality, and mutual respect
13. **Professional Development:** Implementing professional development for the staff that is essential for effective instruction and improved student learning.

#### **14. CORE VALUES (SPIRIT OF PSSEMRS)**

##### **1. Metacognition –**

- a) Knowing about knowing
- b) Learn until perfection is achieved.

##### **2. Growth mindset**

- a) Understand that we are continually learning
- b) Helping each other learn and succeed

- c) Healthy competition.

### **3. Pursuit of excellence**

- a) Resilience in every action
- b) Greatest involvement to pioneer
- c) Act with responsibility and compassion

### **4. Uncompromising integrity**

- a) Act with fairness
- b) Maintain transparency
- c) Unyielding integrity

## **ATTENDANCE POLICY**

### **Rationale**

Regular and punctual school attendance is a key factor to ensure that students take full advantage of the educational opportunities available to them. Our policy applies to all children enrolled at the school and PU College.

Children who are regularly late or absent soon fall behind in learning and frequently develop gaps in their learning which impacts their progress and their ability to meet learning objectives. A child whose attendance drops lower than 85% each year will have missed significant academic work, which will have a negative impact on their studies. Note that the attendance is the responsibility of the students and the parents, however, the School and PU College is responsible to communicate to the students and the parents the consequences of poor attendance.

### **Objectives –**

1. Improve students' achievement by ensuring high levels of attendance and punctuality.
2. Achieve minimum of 85% attendance for all children, apart from those with chronic health issues.
3. Recognize attendance and punctuality as values encouraged by the School & PU College.
4. Raise awareness of parents, and students on the importance of uninterrupted attendance and punctuality at every stage of a child's education.
5. Establish a mechanism to check and prevent absence and enable prompt feedback system.
6. Recognize the key role of all staff, especially class teachers, in promoting good attendance.

### **Ways to achieve good attendance and punctuality -**

1. Giving 10% weightage to Attendance in our Grading procedures.
2. 85% attendance mandatory for promotion unless an authorized leave is sanctioned by the School for a longer period.
3. Raising awareness of attendance and punctuality issues among all staff, parents and students.
4. Ensuring that parents understand the responsibility placed on them for making sure their child attends regularly and punctually;
5. Developing and implementing procedures for identifying, reporting and reviewing cases of poor attendance and persistent lateness;
6. Supporting students who have been experiencing any difficulties at home or at school which are preventing good attendance.
7. Strict follow up of non-attendance at school.
8. Enforcing policies and procedures.

## **Authorized absence**

1. An authorized absence is a leave taken by the student for a legitimate reason by producing relevant documents and prior intimation classified as authorized when a child has been away from school for a legitimate reason and the school has received notification from the parent.
2. Only the school and the College have the right to recognize an absence as authorized. Parents do not have this authority.
3. Consequently, not all absences supported by parents will be classified as authorized.
4. Absences due to illness must be validated by a government doctor as per CBSE policy.
5. Authorized Absence consists of:
  - a. Medical leave only when a medical certificate is produced.
  - b. Leave for participation in a school event/competition, exchange programme
  - c. Leave for bereavement (death in the immediate family)
6. Unauthorized absence
  - a. An absence is classified as unauthorized when a child is away from school without the permission of the school even with the support of a parent.

## **Procedures**

1. Maintain appropriate registration processes.
2. Maintain attendance data.
3. Communicate clearly the attendance policy to all stake holders
4. Maintain daily records of absence and lateness.
5. Follow up of absences and persistent lateness.
6. Inform parents about what constitutes authorized and unauthorized absence.
7. Issuing out pass or leaves only if there is an emergency during the term and discouraging leave sought for frivolous reasons.
8. Work with parents to improve individual student's attendance and punctuality;
9. Report attendance statistics to the management and government offices as required.
10. Staff to take leadership for timely action about frequent absence or lateness of a child.

## **Responsibilities**

### **Class teachers are responsible for:**

1. Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, variances in patterns of attendance and/or unusual explanations for attendance offered by children and their parents.
2. Keeping accurate daily attendance records.
3. Contacting parents of absenting children.
4. Informing the Senior Leadership Team where there are concerns and acting upon them;
5. Monitoring follow-up once actions have been taken to correct attendance concerns, emphasizing with their class the importance of good attendance and promptness.
6. Following up absences with immediate requests for explanation which should be noted in the register;
7. Discussing attendance issues at Parent Teacher Meetings

### **Staff in the School Office are responsible for:**

1. Collating and recording attendance information;
2. Taking messages from parents regarding absence

3. Checking Whether the school diaries are updated or not
4. Sending out memo and circulars regarding attendance.

### **Parents are responsible for:**

1. Ensuring that their child attends school regularly and punctually unless prevented from doing so by illness or attendance at a medical appointment.
2. Contacting the school office before the leave is taken.
3. Informing the school in advance of any medical appointment that cannot be made outside of school time. For the absence to be recorded as a medical absence we do require evidence from a government doctor. Medical appointments should be made outside of school hours whenever possible.
4. Inform the school about reluctance of the student to attend the school.
5. Inform the school about psychological conditions of the child.

### **Registration**

1. The school begins at 8:30am. Day scholar's students are expected to be present at the assembly hall well before 8:30am. Resident children are expected to report to the school as per the school calendar after each vacation.
2. Residents are expected follow the hostel and school routine.
3. Each class teacher has the responsibility for keeping an accurate record of attendance. Any student who is absent must be recorded at the beginning of the school day.

### **Lateness**

1. Anyone who reports after 8:30am by their own transport will be considered as arrive late.
2. Where there have been persistent incidents of lateness parents will receive information advising them of the concerns and the school will provide opportunities for parents to seek support and advice to address these issues.

### **Absences**

1. Residents may avail medical leave only if the staff nurse certifies the illness. A permit slip may be obtained from the nurse to be counter signed by the warden. The same should be submitted to the class teacher by the warden.
2. Parents of day scholar children should contact the school on the first day of their child's absence. When parents notify us of their child's absence it is important that they provide us with details of the reason for their absence.
3. All absences are recorded as either authorized or unauthorized absences in the register. It is important that we receive accurate information from parents with reasons for the child's absence. This information is used to determine whether the absence is authorized or unauthorized. The class teachers, coordinators, Vice Principal and the Principal have the right to determine whether absences are authorized or unauthorized.
4. Should student attendance be such that it is below 85% (considering the reasons for said absence) students could be removed from certain programs, or as per government policy, be prevented from writing Board exams.
5. Students representing school in any activity outside the school then attendance will be considered in accordance with sports policy.
6. Penalties like – cash, suspension from classes and test, termination of school registration etc. will be imposed. Cash penalties will be debited from the store account.
7. The decision of the Principal about penalties and the extent of penalties will be binding for all.
8. Not reporting on the day of reporting for whatever reasons except medical condition proved by documents as specified in this policy, attracts following penalties –
  - a. Suspension for 15 days.
  - b. Chronic absence leads to withholding the hall ticket.
  - c. Absence in tests for frivolous reasons will be viewed seriously and a repeated test will not be possible.

9. Deliberately missing the class during the term leads to disciplinary action as prescribed above.
10. Absence from club, fitness and sports activities leads to suspension/removal. Removal from one activity warrants prohibition from all other events.
11. Reluctance in continuing the chosen activity under any circumstance is forbidden.
12. Missing assemblies, mess and special programs lead to disciplinary action.

**Excessive Tardiness, Leaving School ( as read in school student code of conduct policy)**

Students must be on time for school and in their classrooms. Missing the bus and oversleeping are not excused reasons for being late to school. Students are to remain on school grounds in their scheduled classroom locations unless written permission for early dismissal has been provided to the school by a parent/guardian. Gate pass to be signed by the respective Class Teachers/Warden.

**Possible Consequences:** Parent/guardian notification, referral to the section head after three unexcused tardiness/absence within a marking period, verbal notification, written parent notification, parent/guardian conference at school, referral to school counsellor, cash penalties/fine. Students coming to school late more than twice a month shall be asked to go back from the gate.

**PERMIT SLIP**

<b>Name of the Student</b>	
<b>Class</b>	<b>Section</b>
<b>Reason for permission</b>	
<b>Issuing authority</b>	Class Teacher <input type="checkbox"/> Vice Principal/Coordinator <input type="checkbox"/> Nurse <input type="checkbox"/>
<b>Receiving Authority</b>	Hostel Warden <input type="checkbox"/> Security <input type="checkbox"/>
<p><b>Note:</b> If the student has to go out of the school, outpass needs to be issued after due verification with teachers and parents.</p>	

## RECORDS FOR CLASS TEACHER FOLLOW UP ON ATTENDANCE

Name of the Class Teacher: \_\_\_\_\_

Class: \_\_\_\_\_ Section \_\_\_\_\_

Sl. No	Name of the student	Date & Time of calling (Parent/Warden)	Reason for absence	Authorized/Un-authorized leave
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				

# Attendance Register

Bapuji Educational Association (R)																																						
SMT. PARVATHAMMA SHAMANUR SHIVSHANKARAPPA ENGLISH MEDIUM RESIDENTIAL SCHOOL and PU COLLEGE																																						
Tolahunse, Davangere.																																						
ATTENDANCE REGISTER																																						
Class _____		Section _____										Month 20__ 20__																										
Sl. No.	Student Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Remarks					

This policy will be reviewed as per the review policy.