

**1. Policy Statement:** The aim of this attendance policy is to promote a positive learning environment and ensure that all students have the opportunity to achieve their full academic potential. Regular attendance is essential for academic success, and the school is committed to working together with parents and students to establish guidelines that encourage consistent class participation.

**2. Attendance Requirement:** All students are expected to maintain a minimum of 95% attendance throughout the school year. This attendance target is set to ensure that students benefit fully from the educational opportunities provided.

### 3. Recognition and Rewards:

- **Perfect Attendance (100%):** Students who achieve 100% attendance for a term will be awarded a **Regularity Commendation Certificate**.
- **Monthly Attendance Recognition:** Students who achieve 100% attendance during any given month will be recognized and appreciated on the **Student Encouragement Day**, held at the end of each month.

### 4. School Working Days:

- The school operates on a four-day schedule from **Monday to Thursday**, except on public holidays.
- Parents and students are expected to work closely with the school to ensure high attendance rates and to minimize any disruption to their child's learning process.

### 5. Communication with the School:

- **Parent's Responsibility:** Parents are encouraged to support their child's attendance and to promptly communicate with the school if there are any issues or challenges that may affect their child's ability to attend classes.
- **Reporting Absences:** In the event of absence, parents must inform the Class Teacher in advance or as soon as possible, specifying the reason for the absence.

### 6. Consequences of Extended Absence:

- **Uninformed Absences:** Students who remain absent for more than **5 school days** without prior notice or permission will be liable for withdrawal from the school roll.
- **Long Leave Application:** In cases where long-term leave is unavoidable, parents must formally apply for leave in advance. During this period, they are still responsible for paying the school fees.

### 7. Re-admission and Transfer Certificate (TC):

- **Re-admission:** If a student's name has been withdrawn or struck off the roll due to absence without prior approval or long leave, the student can only rejoin the school within the same academic year if the readmission process is followed and a seat is available in the same grade.
- **Transfer Certificate (TC):** In the case where parents decide not to apply for leave, they should request a Transfer Certificate (TC) for their child.
- **No Seat Reservation (NSO):** Seats will not be reserved in the case of TC and NSO (Name Struck-Off). However, seats may be reserved for students on long leave if the proper process is followed.

### 8. Fee Payment During Long Leave:

- **Fee Obligation:** If parents apply for long leave, they will be obligated to pay the school fee for the specified period to secure their child's seat.
- **Readmission Process:** Admission after a long absence will depend on the availability of seats, and the standard readmission process will be applied.

### Responsibilities and Guidelines for Parents

#### 1. Parental Role:

- Parents play a crucial role in encouraging their child's regular attendance and ensuring that they arrive on time to participate in all school activities, including morning circles, assemblies, clubs, and sports events.

#### 2. Communication Protocol:

- Parents are required to keep open lines of communication with the school administration and the Class Teachers in the event of their child's absence or any situation that may affect regular attendance.