



الأكاديمية الهندية، دبي

The Indian Academy, Dubai

Policy No. TIA 2.5

Policy for Attendance

Introduced : May 2014
Revised : March 2015

Next Review : March 2016
Implemented by : Principal

NEED: Schools under the banner of **IQRA EDUCATION** are committed to provide quality education and to achieve this goal everyone in The Indian Academy must report to school on time. This policy will be operational in The Indian Academy Dubai and the staff is to ensure that pupils are reporting to school regularly.

PROCEDURE

- ❖ Attendance is taken by the class teacher during the class teacher's period. The attendance is recorded online and cannot be tampered with by design. Teachers are also required to accurately record reasons for absence in three categories (absent without notice, medical leave and excused with prior notice). Teachers are advised time and again to be alert where school attendance is concerned.
- ❖ If pupils do not report to school for more than two days, class teachers are expected to call the parents and make a polite enquiry.
- ❖ A daily electronic report is circulated summarizing attendance for the day, including the categories of children not present for that day. This is circulated to the school leaders and to select members of the board of governors.
- ❖ Pupils are expected to bring leave notes after returning from absence.
- ❖ If the leave is for 1 – 2 days, the parent may send a note in the diary which is signed by the class teacher and counter signed by the Supervisor.
- ❖ If the leave is for three or more days, the parent should send a leave letter which is signed by the Headmaster and a copy sent to the class teacher and the Supervisor. The same will be put in the child's personal file.
- ❖ If the leave is for more than a week, Principal's sanction is required.
- ❖ If the leave is on medical grounds, a medical certificate should be attached with the letter.
- ❖ Regular analysis of attendance is done to tabulate numbers of attendance for the period, number of attendance for the previous period, total attendance and average attendance.
- ❖ If for any reason, a teacher / supervisor feel that a pupil is missing school for frivolous reasons; a detailed enquiry is carried out in which the Principal / Headmistress may be involved.
- ❖ All calculations in the attendance analysis must be error free and is reviewed by the principal

Note:

Teachers are always reminded to encourage pupils to be regular at school.