

# Attendance Policy and Procedure

Mahindra International School- Internal Procedure

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## Rationale

Students who attend regularly are more likely to succeed. Daily class attendance is a condition for fulfilling instructional time requirements, completing coursework, and general academic progress at the school.

## Policy

To fulfill programme requirements, a student is required to attend school for at least 90% of the instructional days designated in the school calendar.

## Planned and unplanned absences

Parents are asked to contact the respective Primary or Secondary Office by 08:00 if a student will be absent for any reason. Parents who wish to withdraw a student for an extended period of time need to consult with the Principal in advance.

Students in Secondary, who arrive late, must report to the Secondary Office before proceeding to their lesson. In Primary, late students should first report to the homeroom class, then the homeroom teacher will direct them to the office to update the attendance record.

## Categories of Attendance

It is understood that some absences are unavoidable. Whether it is illness, serious family emergency, or important religious observation, all absences do impact instructional time and learning. Because of this, MIS will not distinguish between excused and unexcused absences. The categories for attendance will be as follows.

- Absent - student is not in school or has not attended the class.
- Present - student is present on campus and has attended the class.
- Late - student has arrived and is present on campus but did not arrive before the beginning of the lesson/day.
- Other - student is engaged in a school-sponsored activity off campus (Sports trip, field trip, etc.)

## Record-keeping, Monitoring and Intervention

Homeroom teachers (and Primary Teaching Assistants, as appropriate) will record attendance on ManageBac or Toddle by 08:15 in the morning. All families with students marked absent will receive a phone call from the Office Manager regarding the absence unless we have been informed in advance (phone calls will be made by 09:30). Students arriving to homeroom after 08:00 in the morning will be considered late unless the delay is caused by school transport arriving late.

Students with low attendance rates will be monitored on a quarterly basis or more frequently if required. Poor attendance can result in the following actions depending on the grade level and circumstances:

- Warning letter home regarding attendance.
- Mandatory recovery of instructional time on weekends.
- Possible non-promotion to the next grade level.

In Secondary, subject teachers will record attendance for their classes in ManageBac. This is important to be able to track patterns in absences related to academics and also to be able to ascertain if instructional time requirements are being met. For example, if a student routinely misses a particular subject by either arriving late or leaving early.

### **Late arrival**

Frequent late arrival or early departure from school has a similar impact on learning as do absences.

### **Consequences**

Attendance for each student is part of the academic record and will be included on the Semester Reports. When a student's attendance reaches a 5% absence rate, a warning will be sent to the student and family. Students exceeding the 10% limit will be put on an intervention plan. At the end of the academic year, any students with absences exceeding the allowable levels may not be promoted to the next grade.

### **Making up work**

For students from P 4 and above, it is the student's responsibility to make up missed work from any absences regardless of the reason. Parents may support by viewing tasks on the school platforms as appropriate.

### **Guardianship**

Parents are responsible for informing the school when they are travelling and leaving their children with a guardian. The school requires advance notice and full contact details of the guardian as well as the parent contact details whilst away.

### **Emergency Closure**

In the event of school closure without implementation of Virtual Learning, homeroom and class attendance will not be marked and the total number of instructional days will be modified to reflect the change in the instructional time.

## Secondary Attendance Procedures in Detail

*Lesson timings and duration are subject to change based on scenarios in Virtual Learning, Blended Learning or Face-to-Face learning. For this reason, specific timings for each lesson are not included here.*

<b>Homeroom Attendance</b>	<b>HR teachers must take attendance at the beginning of the HR time.</b>
Student is present in HR at the start	HR teacher marks them 'Present'
Student is absent for the duration of the HR period	HR teacher marks them 'Absent'
Student arrives midway through the HR period	HR teacher marks the 'Late'
Student arrives after HR has ended but during the day.	Student is required to check in with the Office Manager. Office Manager changes the HR attendance to 'Late', marks the arrival time as a note and sends student to the current class period. Any classes that are missed entirely stand as 'Absent'.
Student is on a school-related field trip or educational programme	HR teacher marks them 'Absent'. Office Manager changes any students on an official trip to 'Other' and makes a note as to the reason.
Student is known to be participating asynchronously	HR teacher marks the student 'Absent' and then modifies the attendance to 'Present' when they complete the attendance prompt as scheduled.
<b>Class Attendance</b>	<b>Subject teachers must take attendance at the beginning of each class period.</b>
Student is present in the class at the start	Teacher marks them 'Present'
Student is absent for the duration of the lesson.	Teacher marks them 'Absent' Regardless of the reason, if the student missed the learning in the class in that period, mark them 'Absent'.
Student arrives midway through the lesson.	Teacher marks them 'Late' and makes a note about when they arrived.
Student was absent in HR but appears in class	If a red <b>X</b> shows next to the student's name on ManageBac, they were marked absent in HR. Ask them to report to the Office Manager and then return to class. The Office Manager will rectify the HR attendance record. Once this is complete, the class teacher can mark them 'Present' for the lesson. If a student is known to be participating asynchronously, follow the guidelines for asynchronous attendance.
Student is known to be participating asynchronously	Teacher marks the student 'Absent' and then modifies the attendance to 'Present' when they complete the lesson tasks as scheduled. This should be done within 24 hours of the lesson.

<b>Compulsory School Events</b>	<b>For events that are compulsory for all students in the grade</b>
HR Attendance	The HR teacher does not mark any attendance. The Office Manager marks the HR attendance to 'Present' any that are 'absent' and adds a note as to the event.
Class Attendance	The Office Manager marks the HR attendance to 'Other' and adds a note as to the reason.
<b>Optional School Events</b>	<b>For school events where selected students participate such as ISACI, MUN or other trips. In these cases students will have missed learning and be expected to make up work.</b>
HR Attendance	The Office Manager marks the HR attendance to 'Other' and adds a note as to the reason.
Class Attendance	The class teacher marks the attendance to 'Absent' and adds a note as to the reason
<b>Non-class school programmes</b>	<b>For special circumstances such as special schedules, standardized testing or other interruptions to the regular day.</b>
HR Attendance	The HR teacher marks the HR attendance to 'Present' as long as the student is attending as scheduled.
Class Attendance	The class teacher leaves the attendance record blank.
<b>In-School Suspension</b>	<b>A student is given in-school suspension for academic or disciplinary measures.</b>
HR Attendance	The Office Manager marks the HR attendance to 'Present' as long as the student is attending as scheduled.
Class Attendance	The class teacher marks the attendance to 'Absent' and adds a note as to the reason

### **Tardiness Policy (Secondary)**

Any learner arriving after 8:00 am to homeroom will be considered late and will be marked on ManageBac accordingly. It is therefore essential that your child/ren arrive on campus by 7:55 am to avoid tardiness. Please factor in traffic and drop-off conditions when you are making transport arrangements.

**1<sup>st</sup> Offense:** Students who have incurred three tardiness will be pulled out from class and will NOT BE ALLOWED to attend Lesson 1 and 2. If they have assessments during these classes they will not be allowed to retake any missed assessment.

**2<sup>nd</sup> Offense:** In the event the student incurs a second set of tardiness, the conditions for the first offense will be implemented together with a lunch break detention and a note on file.

**3<sup>rd</sup> Offense:** In the event of a third set of tardiness, a one-day suspension will be imposed on the learner, and note on file.

**In the Secondary, attendance is taken at each class. It is important to note that a learner can accumulate more than one tardy in a day.** Excused tardiness will be at the discretion of the Secondary Principal and respective programme coordinators.

### **Saturday Study Hall (Secondary)**

The Secondary School from time to time may organise supervised study hall sessions on campus on Saturdays. These are meant for learners who are not meeting the 90% attendance requirement so they can make up for lost time. Attending the Saturday sessions may enable learners for completing missed work and can help prevent receiving an incomplete credit for the semester. The Saturday study hall sessions are not meant to adjust the percentage of the attendance rate.