

Students Attendance Policy

Rationale

At Bright Minds we believe that there is a strong link between student attendance and student achievement. According to research, students who attend school are more likely to achieve better.

However, poor attendance can have a damaging impact on students' progress, and overall achievement.

Aims of this Policy

Bright Minds aims to:

- emphasize that students' attendance is essential for making full use of all educational opportunities offered at school, and to maximizing individual achievement.
- make our expectations on attendance explicit to all stakeholders.
- promote consistent approach across our school towards all matters related to attendance.
- clarify the roles and responsibilities of relevant staff, parents and students with respect to attendance.
- communicate to all concerned parties the rules with respect to attendance and the categories of absence which are deemed "authorized" or "unauthorized".
- stress the need for home-school partnership to maintain high attendance.

Authorized Absences

School may authorize a leave of absence if there are exceptional circumstances. Valid reasons for authorized or justified absences are:

1. A student is ill or receiving medical attention
2. A student participating in internal or external competitions and educational events
3. Unforeseen family emergencies which necessitate student absence from school
4. In-school suspension

Unauthorized Absences These are absences where:

- no letter or acceptable explanation is provided by parent(s).
- the reason for the absence does not fall into one of the categories of authorized absence above. In such cases, absences will be classified as "unauthorized".

Number of Unauthorized Absences per Term	Consequence
1-2	Notify parents via the phone and SMS
3	Contact parents to attend the school to sign the warning letter and bring a medical excuse for any coming absent.
5-7	Notify parents via a formal note to not be absent without medical excuse
7 or more	Parents meet and sign a warning letter



Tardy

Punctuality is important and students who are late are missing opportunities to learn. Parental support and assistance are required to model good time management, and to demonstrate a commitment to education

Attendance and Registration in school campus

- Students should be present in school no later than 7:15 am.

Roles and Responsibilities

A high attendance rate is dependent on a strong cooperation between parents and the school.

Parents are expected to:

- ensure their child arrives on time school.
- notify the school if their child will be absent or late with an estimation of the likely length of absence.

Students are expected to:

- respect school timings.
- follow up on missed schoolwork and homework.
- take a missed test/quiz on the day of return.

Dismissal and Pick Up:

Parents should collect their children within 15 minutes from dismissal time. Parents who are late to collect their children will be contacted by phone. Students will be supervised by one of the staff members until their parents collect them. It is expected that students will remain at school for the duration of the school day.

In unavoidable situations, parents must contact the school in advance to seek permission to collect their child/ren early.

Policy Review

This policy was reviewed and updated in August 2022. Admin coordinator will continue to monitor the application and effectiveness of this policy. It will be reviewed every five years and updated, as necessary

Attendance / Lateness Warning Letter

Date: _____

Student Name: _____

Class and Section: _____

Parent Name: _____

Dear parent,

You child has been absent / late _____ times. Poor attendance will affect his/her performance negatively. Therefore, your child will be put under probation and your cooperation is required to rectify the attendance problem. Failing to follow the school rules pertaining to attendance may result in your child's exclusion from school.

School principal Signature: _____

Parent Signature: _____