

Attendance Policy

The school insists on regularity in attendance, punctuality, and active participation in all school programmes. The start date and end date of the course is communicated to the students before the commencement of the Academic Year through orientation/school website/student handbook/AIMS student portal/ Student contract.

Student attendance is recorded in the students' progress report after completion of each term.

Attendance Requirement:

- **Students on Student Pass (SP):** Minimum of 90 % per month.
- **Other Students (Citizens/PR/DP/LTVP):** Minimum of 75 % course attendance.

Student attendance taking system:

- Attendance is to be taken twice per day, in the forenoon and afternoon by the subject teacher and enter it on the daily attendance sheet (before the commencement of the class).
- The attendance is collated and recorded by the admin staff for compilation of the total strength for the day.
- Attendance is updated on AIMS-Student Portal by the class teacher on a daily basis.
- The class teacher is to ensure that all leave records/MCs are obtained, filed and the same is recorded on AIMS- Student Portal.

Late entry:

- A student will be considered late for school if he/she arrives in school after 9.00 am. All students are strongly encouraged to be in school by 8.45 am.
- Student who reports late to school must make an entry in the Late Entry Register at the security desk.
- The late entry will be recorded on AIMS-Student Portal by the class teacher.

Early Departure:

- Students who leave early (under any condition) must submit an approved early departure form and handover the same at the security desk before leaving school.
- Students (Class 4 & above) will be permitted to leave the campus with a written consent from the parent/guardian to leave the school unaccompanied.
- The above mentioned will be recorded on AIMS- Student Portal. by the class teacher.

Communication of leave of absence:

Students are expected to be regular in their attendance.

- Students who are absent must produce a Medical Certificate or a letter of explanation from parent/guardian to the respective Class Teacher or email the same to info@yuvabharathi.sg.
- Any leave taken for more than 3 consecutive working days (Student pass) and more than 10 consecutive working days (other students) requires prior approval from the Principal.
- Leave letters must be signed by the parent /legal guardian and not the student.
- On the day of any assessment (except Board Examination), only Medical Certificates/ leave on compassionate grounds / valid reason will be accepted to cover the student's absence.

Note: Leave granted would presuppose that the parent/guardian would take the necessary steps to ensure that the ward keep up with the lessons missed and to submit any assignments done during the ward's period of leave.

- Approval of leave will be considered at Principal's discretion.

Attendance Monitoring:

Attendance monitoring is done on a regular basis.

- Monthly attendance report is generated on AIMS on the last day of the month.
- The coordinator monitors the attendance using Attendance Statistic on AIMS-Student Portal.
- At the end of each month the attendance and leave records of students are checked by the class teachers, verified by their peers and submitted to the coordinator.
- Based on the Monthly Attendance report, the class teachers will highlight to the coordinator on student's monthly attendance (shortage of attendance/any other noticeable pattern in leave taking/leave without approval and/or reporting to school more than 5 times late on any given month).
- The co-ordinator will follow up with the parent for further action.

➤ For students on Student Pass (SP):

- The admin staff maintains the list of absentees of student pass on daily basis.
- The class teacher will inform the co-ordinator if the student on SP is absent for 3 consecutive working days without intimation.
- In the given situation, the co-ordinator will contact the parent.
- The co-ordinator will inform Admin Officer if there is no communication received for 7 consecutive working days or if the monthly attendance is less than 90% without Principal's approval.
- Immigration and Checkpoints Authority of Singapore (ICA) will be notified by the school Admin Officer
- If the school is unable to contact the parent/guardian, the Admin Officer will make a police report, cancel the student pass, and inform the ICA.

➤ ***Other students (Citizens/PR/DP/LTVP):***

- The teacher will inform the co-ordinator if a student is absent for 10 consecutive working days without intimation
- In the given situation, the co-ordinator will contact the parent.
- If the school is unable to contact or obtain a response from the student/parent/guardian within 30 working days, the student will be deemed to have withdrawn from the course and the name of the student will be removed from the roll.

Attendance Intervention:

Early intervention is critical, to strengthen students' engagement and sense of belonging to school if:

- More than one-third of the students in a class are found to be on medical leave on any given day, the reason for absence will be established and suitable precautionary measures will be carried out if required.
- Based on the Monthly Attendance Report should there be:
 - any consistent absence or late coming (5 entries/student)
 - Shortage of attendance
Shortage of attendance may be condoned by the Principal as deemed fit based on the details provided by the parent/guardian.
- Student's attendance is below the minimum % due to unforeseen circumstances (e.g. parents opting to keep their child at home due to the COVID-19 virus/any pandemic), the Principal may exercise the flexibility to waive attendance upon receipt of written communication

The student's attendance may be monitored by the co-ordinator over the subsequent month before taking the respective follow up actions.

Evaluation of intervention measures for effectiveness and improvement:

- Students who have irregular school attendance will be counselled and the student attendance will be observed for a period of one month.
- If no improvement is observed in the attendance percentage of the student, the Parent will be called for a meeting to understand the issue leading to the absenteeism.
- An action plan may be devised, if required.
- The attendance of the students under intervention will be reviewed after a period of 1 month.
- In cases where the student continues to be irregular to School after all other interventions have been attempted, the parent will be advised to seek the support of the professional qualified counsellor and submit the report to the school.

Failure of improvement in attendance after intervention, the student may:

- not be allowed to appear for assessment.
- not be considered for promotion to the next academic level.
- be taken off the school roll.

Award for 100% attendance:

- Students who have secured a 100% attendance during the Academic Year will be awarded a “100% Attendance Certificate” to acknowledge their regularity and consistency.