

**YUVABHARATHI INTERNATIONAL SCHOOL**  
**SINGAPORE**  
**ATTENDANCE POLICY**

The school insists on regularity in attendance, punctuality and active participation in all school programmes.

**For students on Student Pass (SP):**

- All SP students should meet a minimum of 90 % course attendance.
- Students on student pass taking leave for reasons other than medical grounds need to submit a leave letter citing the reason for their absence.
- Students on Student Pass must submit a valid medical certificate to their class teacher, whenever absent on medical grounds.
- Immigration and Checkpoints Authority of Singapore (ICA) will be notified by the school whenever a student on Student Pass is absent continuously for more than seven (7) days or if the monthly attendance is less than 90% without Principal's approval.

**Other Students:**

- All students need to have 75% of course attendance.

**Student reporting late and leaving early during school hours:**

- Student who reports late to school must sign in at the Security Desk upon arrival.
- Students who leave early must submit an approved early departure form and handover the same at the security desk before leaving school.

**Communication of leave of absence:**

- Students who need pre-planned leave for more than ten working days require prior approval from the Principal. Approval of leave will be considered at Principal's discretion.
- Students are advised not to come to school if unwell.
- Students taking medical leave should submit their medical certificate to the Class Teacher or mail the copy of the medical certificate to [info@yuvabharathi.sg](mailto:info@yuvabharathi.sg)
- For communicable diseases or hospitalisation, the student should submit the medical fitness certificate.
- Emergency leave can be requested with a letter or email.

**Shortage:**

- Students with shortage of attendance without valid reason will not be allowed to appear for assessment and may not be considered for promotion to the next academic level.