



Student Attendance Policy

Third Assalam School

1. Policy Statement

At Third Assalam School, regular student attendance is essential for academic success. Absenteeism leads to learning gaps and can significantly impact a child's educational progress. To ensure students reach their full potential, we expect all students to attend school regularly and punctually.

The Ministry of Education and Higher Education (MOEHE) mandates a minimum of **80% attendance** for the academic year. We encourage students to aim for **100% attendance**, except in cases of genuine illness or emergencies.

We believe that maintaining high attendance is a shared responsibility between the school and parents. Together, we can instill the value of commitment and punctuality in our students.

2. Policy Objectives

- Emphasize the importance of regular attendance and punctuality.
- Ensure alignment with MOEHE attendance requirements.
- Outline clear procedures and responsibilities for all stakeholders.
- Minimize disruption to student learning caused by absence.

3. Roles and Responsibilities

3.1 Parents & Students

- Ensure daily, on-time attendance.
- Inform the **Class Teacher via WhatsApp** if the student is absent and state the expected duration.
- Submit a **medical certificate** upon return for absences due to illness.
- Seek **prior approval** from the **Vice Principal** for planned absences (non-medical).
- Schedule appointments (medical/dental) **outside school hours** whenever possible.
- Follow up on missed work to stay up to date with lessons.

3.2 Class Teachers



- Record attendance **daily between 7:00 – 7:10 AM** using the attendance log.
- Collect and submit medical certificates to the **Vice Principal**.
- Monitor absences and follow up:
 - **Contact parents** if a student is absent for **2 consecutive days**.
 - If absence continues, follow up again after another 2 days.
 - **Log communication** in the **Follow-Up Tracker** and send a **WhatsApp message** to the parent.
- Notify the **Vice Principal** if absence extends beyond **5 days**.
- Inform the **Admissions Team** after 5 consecutive unexplained absences.

3.3 Admissions Team

- Contact parents after **5 consecutive unapproved absences**.
- Explain MOEHE’s attendance requirements.
- Attempt follow-up every **5 days** of continued absence.
- After **28 days of unexcused absence**, a final warning letter is issued.
- Issue **written warnings** for ongoing unapproved absences.

Consequences of Unexcused Absence:

Total Unexcused Days	Action
10 Days	Meeting with Homeroom Teacher
20 Days	Meeting with Vice Principal / Academic Coordinator
28 Days	Final Warning Letter / Possible loss of school place

4. Late Arrivals/ Tardiness & Early Departures (Reception/Assigned Staff)

- Issue **Late Slips/ Tardiness**:
The student will be considered late wherein she/he reports to the school beyond the following hours:
 - **After 7:05 AM** for girls.



- **After 12:40 PM** for boys.
- 3 consecutive lateness will trigger a **parent meeting** with the Vice Principal/ Academic Coordinator.
- Update the attendance log accordingly.
- **Early leaving** requires:
 - An **Early Leaving Slip** from reception.
 - **Approval from the Vice Principal** (morning) or **Academic Coordinator** (afternoon).
- Students may only leave early:
 - In exceptional circumstances that the school management deems proper and acceptable.
 - If unwell and **cleared by the school nurse**, followed by parental collection and management approval.

3.4 Vice Principal

- Should be notified by the staff for the prolonged absences
- Should schedule meetings with parents.
- Document all discussions and outcomes.
- Approve planned absences and early dismissals.
- Coordinate with the **Registrar** on disciplinary or withdrawal actions due to absenteeism.

3.5 4. Policy Review

This policy will be reviewed annually by the School Management as part of its ongoing quality assurance process. Revisions will be subject to approval by the Board of Trustees.

Revision History

Revision No.	Date	Section Revised	Summary of Revisions
1.0	2025-10-13	Full Policy	Initial formalized version