Attendance Policy

Purpose

This Attendance Policy outlines the aims, objectives, roles and responsibilities, absence management protocols, and legal requirements of Harrow International School Bengaluru (HISB). It provides a framework to promote excellent attendance, safeguard students' rights to education, and support their welfare and progress. This policy reflects government and local guidelines and incorporates the latest requirements for school attendance.

Aims and Objectives

HISB regards excellent student attendance as fundamental to safeguarding, welfare, and academic progress. This policy aims to:

- Promote the strong, proven links between attendance, attainment, and progress.
- Develop a culture of positive attitudes towards school attendance.
- Encourage and support all students to achieve excellent attendance.
- Ensure fairness and consistency in addressing attendance issues.
- Promote safeguarding practices related to attendance.
- Build positive partnerships with parents.
- Prepare students for future education and work by maintaining good attendance and punctuality.

What Constitutes Excellent Attendance?

While 100% attendance is ideal, HISB acknowledges that some students may face unavoidable circumstances. Excellent attendance is defined as minimal absence without valid, authorised reasons. HISB celebrates both consistent 100% attendance and significant improvement in attendance, particularly in challenging circumstances. Attendance targets will consider individual student needs.

Promoting Good Attendance and Punctuality

HISB will foster a school-wide culture of excellent attendance by:

- Celebrating consistently good and improved attendance.
- Reinforcing the links between attendance, progress, and attainment at assemblies and staff meetings.
- Setting high expectations while offering support and addressing unacceptable absence.
- Ensuring early interventions to address barriers to attendance.
- Communicating the benefits of good attendance to all stakeholders.
- Encouraging collaboration among students, parents, and staff to support excellent attendance.

Roles and Responsibilities

Students

- Attend school and lessons punctually every day.
- Be prepared for school and ask for help when needed.

Parents

- Ensure their child attends school daily unless an authorised reason applies.
- Promote the link between attendance and achievement.
- Avoid scheduling holidays or non-urgent appointments during term time.
- Notify the school promptly regarding any absence and provide valid reasons.

Teachers and Tutors

- Accurately mark attendance registers.
- Promote the importance of good attendance.
- Address and report attendance concerns to relevant leaders.

Senior Leadership Team (SLT)

- Develop a positive attendance culture.
- Oversee attendance data and identify areas for improvement.
- Ensure staff receive training on attendance protocols.
- Engage parents in addressing persistent attendance issues.

Attendance Manager

- Maintain accurate attendance records.
- Monitor and report on attendance trends.
- Implement interventions to support students with low attendance.

Managing Absences

Authorised Absences	Requiring Authorisation	Unauthorised Absences
Illness or Injury Medical or Dental Appointments Bereavement Educational Visits	Extended Family Travel: *When families plan educational or significant trips during term time, requiring advance approval.* Specialist Educational Opportunities: *Attendance at specialised workshops or courses not provided by the school.* Religious Observance: *Absences for religious holidays or events not celebrated nationally.* Exceptional Family Circumstances: *Such as a family crisis, with discretion left to the school administration.* Interviews for College/University or Employment: *For older students, attending higher education or job interviews.* Participation in Non-School Sports or Arts Competitions: *For events representing significant opportunities for the student.* Work Experience: *Part of career education for older students, typically coordinated with the school.*	Truancy: *Skipping school without permission or valid reason.* Parentally Condones Absence: *Where parents unjustifiably allow children to stay home, often without informing the school.* Oversleeping: *Failure to wake up on time or prepare for school.* Missing School for Minor Reasons: *Such as avoiding tests, homework not completed, or disliked classes.* Taking a Holiday During Term Time Without Permission: *Family holidays not approved in advance by the school.* Arriving Late to School: *Without a valid reason, especially if it becomes a pattern.*

Procedures for Reporting Absences Parents/carers must inform the school by 8:00 AM on the first day of absence, providing the reason and expected return date. Absences exceeding five days require medical evidence.

Monitoring and Interventions

HISB will monitor attendance rigorously and identify students whose attendance falls below specific thresholds:

- **Below 95%**: Initial communication with parents and support measures.
- **Below 90%**: Identified as persistently absent (PA); targeted interventions initiated.
- **Below 50%**: Identified as severely persistently absent (SPA); intensive support and external agency involvement where necessary.

Graduated Response to Absence

- Day 1: Contact parents via phone or email.
- Day 2: Follow up with additional communication and consider vulnerabilities.
- Day 5: Arrange welfare checks through virtual or in-person meetings.
- Persistent Absences: Implement attendance panels and support plans.

Addressing Punctuality

Students arriving after 8:15 AM must sign in at reception and will be marked late. Persistent lateness will be addressed through:

- Communication with parents.
- Reflection time

Supporting Vulnerable Students

HISB recognises that certain students may face additional barriers to attendance. The school will:

- Collaborate with parents, staff, and external agencies.
- Implement personalised support plans.
- Offer resources such as counselling or financial assistance if needed.

Safeguarding and Attendance

HISB ensures close collaboration between attendance and safeguarding teams by:

- Identifying attendance patterns that may indicate safeguarding concerns.
- Conducting welfare checks for prolonged or unexplained absences.
- Reporting continuous absences exceeding ten days to the local authorities.

Recognising and Rewarding Good Attendance

HISB will celebrate good attendance through:

- Certificates and recognition at assemblies.
- End-of-term rewards.
- Individual acknowledgment for improved attendance.

Legal Compliance

HISB adheres to relevant legal frameworks, ensuring:

- Accurate recording of attendance.
- Timely reporting of persistent absences.
- Compliance with government regulations.

Admission and Withdrawal

HISB adheres to local laws regarding student admission and withdrawal, ensuring compliance with centralised record-keeping protocols:

Admission Procedures:

- Students joining HISB are recorded in the school's admission register, which includes their full name, date of birth, parent/guardian details, and admission date.
- A valid Transfer Certificate (TC) is required for students transferring from another school.

Withdrawal Procedures:

- Students leaving the school must provide written notice from parents/carers, and the school will issue a TC to facilitate enrolment in the next institution.
- Students are officially removed from the admission and attendance registers, with the departure date and reason recorded.

Centralised Record Maintenance:

- HISB updates the Unified District Information System for Education Plus (UDISE+), a national database managed by the Indian government, to track student enrolment and withdrawal.

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