



**GREENWOOD
INTERNATIONAL SCHOOL &
KINDERGARTEN**

**STUDENT'S ATTENDANCE
POLICY**

Purpose:

The purpose of the attendance policy is to **encourage regular and consistent attendance and punctuality to school by all students**. There is a high correlation between good attendance and academic achievement.

Students Attendance Policy:

- All students are expected to enter the school before the first bell (7.30 AM).
- Teachers will mark attendance in the register and Clickup.
- Daily attendance will be shared to parents through email.
- Late marks will be marked as “Absent” for students those who are coming to school after 7. 35AM in register and Clickup.
- Teachers must call parents, if their ward is absent for 3 days continuously.
- Attendance is important for children, principal and teachers should inform parents the importance of attendance during admissions or PTM meeting.
- As per Ministry of Education total working days is 180 days every academic year.
- Minimum of 75% (135 days) attendance is required for a student for his/her promotion.
- If students’ attendance falls shorter than 75%, the parents are liable to inform the school about the reason of low attendance.
- If a student is not attending school continuously for 30 days, Ministry of Education will cancel his/her registration without schools’ permission.

Falls Sick:

- Teachers should mark absence in school attendance book.
- If the student doesn’t attend the class for continuous 3 days, concerned class teacher should contact parent and report to principal the reason for his/her leave.
- The parents should inform the school/teacher through Email and Class Dojo if the child falls sick and takes leave.
- The school will grant continuous leave in case of any medical situation and the parents
- must produce proper medical certificate.
- If they fail to submit the medical certificate the school have the right to detain the child from promotion.

Promotion Category:

- Less than 75% attendance the student won’t be allowed to write the year end examination and won’t be promoted.
- School should verify the percentage of attendance and should promote the child if proper supporting documents are provided.
- School shall permit the student to write the year end examination if they produce proper documents of reason or medical certificate.

- If student attendance is lower than the required percentage, principal will inform the higher authorities / department of education about the same.
- Leave and promotion for students suffering from serious diseases like Cancer, Aids, TB, or any other injuries which requires major operations and long period of hospitalization will be granted as per Ministry of Education guidelines after producing the medical certificate.

Principal
Greenwood International School & Kindergarten