



S.D. INTERNATIONAL SCHOOL

SECTOR, 6 PANIPAT

ATTENDANCE POLICY

At SDI, we believe that regular attendance is essential for the academic and personal development of our students. Consistent attendance helps students build a strong foundation for learning, fosters a sense of responsibility, and promotes a positive school culture. This Attendance Policy outlines the expectations, procedures, and consequences related to student attendance.

A. **Attendance Expectations**

i. **Regular Attendance**

All students are expected to attend school regularly and arrive on time for each school day. Punctuality is vital to create a productive learning environment.

Late comers will be admitted to the class only with the permission of the administrator

While 80% attendance is required for promotion to the next grade, the school encourages students to be present on all days. Students with 100% attendance will be honoured with a certificate and reward

Absences may be categorized as either excused or unexcused:

- a. **Excused absences** include illness, medical appointments, family emergencies, religious observances, and pre-approved educational activities.
- b. **Unexcused absences** are those not covered by the above criteria and may result in consequences outlined below

Consequences for non-compliance

Unexcused Absences

Students with unexcused absences may face the following consequences: a. Parent/guardian notification and a reminder of the attendance policy. b. Counselling or a meeting with a school administrator to address the issue. c. Additional consequences as determined by the school administration, such as detention striking off the name from school rolls

II. Reporting Absences

Parent/Guardian Responsibility

It is the responsibility of parents/guardians to inform the school of their child's absence as soon as possible. This can be done by SENDING the information through ERP, or sending a written note. .

Lengthy Absences

For absences expected to last more than three days, parents/guardians are encouraged to notify the school in advance and provide appropriate documentation.

Students who have been absent from school for one month or more, without permission are liable to have their names struck off the rolls

III. Vital Information

Students suffering from contagious or infectious diseases may stay away from the school till the quarantine period is completed. It should be clearly indicated in the Medical Certificate that the student is permitted to attend classes

Parents need to bring to the notice of the school authorities any life threatening medical conditions their wards may be suffering from, so that appropriate medical attention may be arranged in case of emergency.

IV. CONDONATION OF SHORT ATTENDANCE

The following may be considered valid reasons for the condonation of short attendance:

- I. Prolonged illness
- II. loss of father/mother or some other such incident
- III. authorized participation in sponsored tournaments and sports meet of not less than interschool level and at NCC/NSS camps including the days of journeys for such participation shall be counted as full attendance

B. Support for Students

We recognize that some students may face unique challenges that affect their attendance. S.D.I. SCHOOL is committed to providing support to such students and their families. Parents/guardians are encouraged to communicate with the school if they require assistance.

C. Review and Amendments

This Attendance Policy is subject to review and may be amended by the school administration as needed to address changing circumstances and to improve the overall attendance system.

D. Conclusion

Regular attendance is a shared responsibility among students, parents/guardians, and the school community. By working together, we can ensure that all students have the opportunity to succeed academically and grow personally.

By signing below, you acknowledge that you have received and read S.D.I School's Attendance Policy and agree to adhere to its provisions.

Student's Name (Printed) Student's Signature Date

Parent/Guardian Name (Printed) Parent/Guardian Signature Date
