

Attendance Policy

1. **Mandatory Attendance:** Attendance is compulsory to ensure students' safety and well-being.
2. **Daily Monitoring:** Teachers and staff conduct daily attendance on the school LMS "Phoenix".
3. **Parental Notification:** Parents are promptly notified of any unexplained absences or frequent tardiness.
4. **Sign-Out Procedures:** Implement sign-out procedures for KG and lower-primary students.
5. **Attendance Records:** Keep detailed and accurate hard copy attendance records for all students.
6. **Emergency Contact Information:** Maintain up-to-date emergency contact information for all students.
7. **Absence Justification:** Require valid reasons for absences, with medical certificates for illnesses if necessary.
8. **Contact After Three Days:** Contact the student after three days of absence. If no response is received from any family member, the situation is recorded on Guard till they respond.
9. **Regular Review:** Conduct regular reviews and updates to the attendance policy to ensure it meets current safeguarding standards.
10. **Sign-In/Sign-Out Procedures for the staff's children at the "Babies' Room":** Implement sign-In/Sign-Out log.