



# مدرسة دلهي الخاصة ذ.م.م. DELHI PRIVATE SCHOOL L.L.C

## Attendance Policy

### **Introduction:**

- The school values regular and punctual school attendance of all its students and staff.
- It meticulously tracks and monitors attendance through RFID.
- The faculty implements the actions necessary to promote good attendance.
- 75% attendance is the minimum requirement for students to appear in examinations.

### **Aims and Objectives:**

- To create awareness in all stakeholders of the importance of regular attendance and punctuality.
- To improve students' performance by ensuring high levels of attendance and punctuality.
- To achieve 98% attendance for all students.
- To acknowledge perfect attendance and punctuality of students and staff.
- To establish a system of monitoring attendance and ensuring consistency in dealing with absence.

### **Absence:**

- A student is marked absent if he does not attend school.
- In case there is a valid reason and leave is sanctioned, the student is granted Permitted Leave (PL).

### **Grounds of Permitted Leave:**

- Absence due to sickness which must be accompanied by medical certificates and reports approved by the concerned authorities.
- Representing the school in events with prior permission from the school Principal.
- Death of a relative.
- Other cases allowed by the MOE.

### **Planned Absence:**

- If a parent knows in advance that his/her child will miss school for a number of days, he can request for planned absence. The leave form must be submitted prior to the planned absence.
- The school retains the discretion to sanction leave for any urgent and reasonable absence for which there is a written request.

**Attendance Awards:**

- Students attaining 100% attendance will be awarded. Sanctioned leave is however not taken into account while considering the award.
- From Grades VI to IX, House Points are awarded for attendance.
- The winning House is awarded a Rolling Trophy at the end of the academic year.
- In the Primary section, classes are awarded Golden Stars for attaining maximum attendance.

**Withdrawals:**

- Two weeks prior to withdrawal, an application must be submitted to the school.
- A completed clearance form is to be submitted to the school office after the online application.

**Deletion from School Rolls:**

- Absence from school for a period of 30 continuous days without prior permission from the school authorities.
- Display of gross misconduct.
- Students struck off the rolls may be considered for readmission to the school at the Principal's discretion. However, the student is required to follow the formalities of new admission.

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