



**SREENIDHI**  
INTERNATIONAL SCHOOL  
KINDLE THE LIGHT WITHIN

## ATTENDANCE POLICY & PROCEDURES

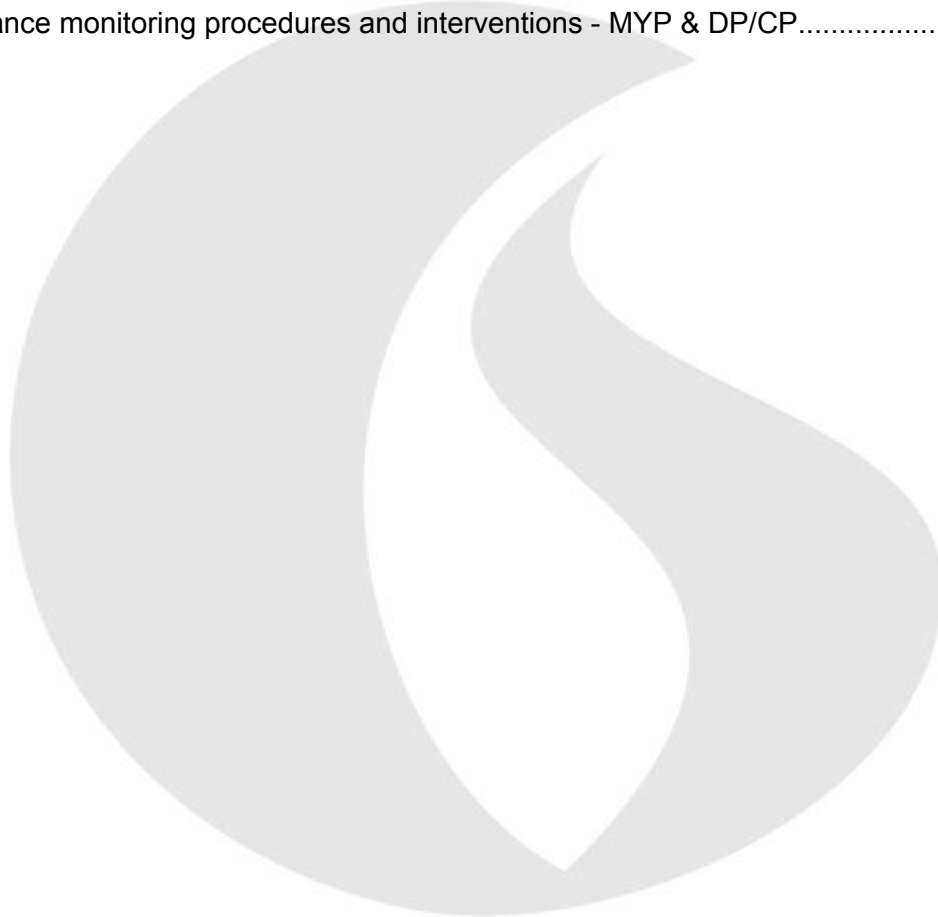
**Approved By : Sreenidhi Board of Directors**

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# 1. SREENIDHI INTERNATIONAL SCHOOL MISSION AND VISION STATEMENT

## **Vision**

To create internationally minded, socially responsible global citizens.

## **Mission**

Sreenidhi International School cultivates an intellectually challenging environment through holistic and impactful learning, fostering innovation, diversity and student voice, choice and ownership of learning to create internationally minded individuals.

## **Guiding Statements**

- a safe, supportive and legally compliant environment which encourages respect, responsibility, tolerance and compassion.
- a high-quality education that promotes the pursuit of academic excellence, innovation, ethical perspectives and lifelong learning.
- education to be a shared partnership of mutual cooperation amongst all members of the school community.
- an environment of cultural diversity that enhances our school community as well as our understanding of the world.
- a continuum of IB curriculum that is comprehensive to prepare students for the future.
- the ability to demonstrate international-mindedness and attributes of the IB Learner Profile.
- behaviour standards that promote a respectful and responsible school environment.
- an inclusiveness in holistic opportunities dependent on the school resources and availability.
- an understanding of a collective responsibility towards society.
- a commitment to enshrine agency across the community.

## **IB Mission Statement:**

The IB aims to develop inquiring, knowledgeable, caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.



## IB learner profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

As IB learners we strive to be:

### INQUIRERS

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

### KNOWLEDGEABLE

We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

### THINKERS

We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

### COMMUNICATORS

We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

### PRINCIPLED

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

### OPEN-MINDED

We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

### CARING

We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

### RISK-TAKERS

We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

### BALANCED

We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

### REFLECTIVE

We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.

## 2. Purpose of this document

At Sreenidhi International School, students are expected to meet the school's attendance requirement for each academic year. Students from PYP to MYP 3 are expected to meet 80% of the attendance whereas it is a mandatory requirement for students from MYP 4 to DP 2 in order to receive the Sreenidhi High School Diploma.

This document aims at helping the school community to understand the attendance requirements and guidelines that are followed at Sreenidhi International School.

## 3. Primary Years Programme (PYP) - Attendance

### Marking Attendance

- Students' attendance is marked on ManageBac
- Homeroom teachers mark attendance every day during the registration time
- Homeroom teachers mark students as
  - **Late**- Students who report to class after the first 5 minutes of the period
  - **Sports**- Students that participate in school or non-school sporting activities approved by the Sports Director. It will not affect the students' attendance requirements
  - **Approved Absence**- Students participate in on-campus or off-campus activities organized by the school/ other academic activities not organised by the school. It will not affect the students' attendance requirements. Eg: participation in extracurricular activities, external examinations, service activities, and field trips
  - **Excused absence**- The student is not in class and parents excuse their absence and inform the school through ManageBac to keep the school notified about their (parents) knowledge regarding their child's absence. It will affect the students' attendance requirement. Eg: personal emergency, health conditions, and planned leaves
  - **Unexcused absence**-The students' absence is unexplained/not notified to the school on ManageBac by the parents. It will affect the students' attendance requirement

### Addressal of Absence

- **Excused absence** - Parents are required to submit the attendance excusals on ManageBac ahead of the absence/ immediately. School provides \*academic support on request.



- **Sports absence** - Parents are required to email the Sports Director at [dirtsnsa@sis.edu.in](mailto:dirtsnsa@sis.edu.in) with necessary documentation 5 days ahead of the absence for their child's participation in non-school sporting activities. Documentation should include the following details:
  - Name of the tournament
  - Date and duration
  - Level and the associated academy
 School provides academic support\* on request.
- **Sports absence (Elite Programme)** - Sports Director emails the Head of School, Programme Coordinator, and teachers in advance about the student's participation in school sporting activities. School provides academic support\*.
- **Approved absence** - Parents submit an excusal note on ManageBac at least one day to one month ahead of the absence, based on the event, purpose, and length of absence with the necessary explanation. The PYP Principal may approve or not based on the necessity and communicate the same with the parent through email. Approved absence will be informed to teachers by the PYP Principal. School provides academic support\*.
- **Field trips** - The person in charge of the activity endorsed by the school emails the teachers in advance about the students' participation in school-related activities. School provides academic support\* on request.

## **Attendance monitoring procedures and interventions - PYP**

Stage 1: Homeroom teachers to:

- monitor attendance on ManageBac on a daily basis
- email the parent if the student is absent for 3 consecutive days and the reason for their absence is unexplained on ManageBac.
- phone parents if the situation persists or is unaddressed

Stage 2: Coordinator to:

- speak with the concerned parent to address the issue and determine a plan to alleviate the repeated absence
- escalate the unresolved cases to the PYP Principal to address. At this stage, parents are warned of the fact that their child's attendance needs immediate attention

## 4. Middle Years Programme (PYP) & Diploma Programme (DP) / Career-Related Programme (CP)

### Marking Attendance:

- Students' attendance is marked on ManageBac
- Homeroom teachers mark attendance every day during the morning registration period
- Subject teachers mark attendance for each lesson
- Subject teachers mark students as:
  - **Late**- Students who report to class after the first 5 minutes of the period
  - **Sports**- Students that participate in school or non-school sporting activities approved by the Sports Director. It will not affect the students' attendance requirements
  - **Approved Absence**- Students participate in on-campus or off-campus activities organized by the school/ other academic activities not organised by the school. It will not affect the students' attendance requirements. Eg: participation in extracurricular activities, external examinations, service activities, and field trips
  - **Excused absence**- The student is not in class and parents excuse their absence and inform the school through ManageBac to keep the school notified about their (parents) knowledge regarding their child's absence. It will affect the students' attendance requirement. Eg: personal emergency, health conditions, and planned leaves
  - **Unexcused absence**-The students' absence is unexplained/not notified to the school on ManageBac by the parents. It will affect the students' attendance requirement

### Addressal of Absence

- **Excused absence** - Parents are required to submit the attendance excusals on ManageBac ahead of the absence/ immediately. School provides academic support\* on request.
- **Sports absence** - Parents are required to email the Sports Director at [dirtsna@sis.edu.in](mailto:dirtsna@sis.edu.in) with necessary documentation 5 days ahead of the absence for their child's participation in non-school sporting activities. Documentation should include the following details:
  - Name of the tournament
  - Date and duration
  - Level and the associated academySchool provides academic support\* on request.

- **Sports absence (Elite Programme)** - Sports Director emails the Head of School, Programme Coordinator and teachers in advance about the student's participation in school sporting activities. School provides academic support\*.
- **Approved absence** - Parents submit an excusal note on ManageBac at least one day to one month ahead of the absence based on the event, purpose and length of absence with the necessary explanation. HoS/ Programme Coordinator may approve or not based on the necessity and communicate the same with the parent through email. Approved absence will be informed to teachers by the respective administrator. School provides academic support\*.

Length of the absence	Person to be contacted for approval
<ul style="list-style-type: none"> <li>● 1-2 days</li> </ul>	Programme Coordinator
<ul style="list-style-type: none"> <li>● 3 days and above</li> </ul>	Head of School

- **Field trips** - The person in charge of the activity endorsed by the school emails the teachers in advance about the students' participation in school-related activities. School provides academic support\* on request.

## Attendance monitoring procedures and interventions - MYP & DP/CP

### Stage 1: Subject teachers

- email homeroom teacher [on-line classes] /Office Assistant [off-line classes] if the student was present in registration but absent in class. The Office Assistant will find out the whereabouts of the student missing from the class
- receive the Attendance Tracking document from the coordinator every Tuesday morning. This reflects the individual student's attendance status indicated as yellow [closer to the requirement], orange [less than the requirement] red [at concerning level]
- monitor attendance on the Attendance Tracking document and follow-up with students in the next class, regarding their absence
- expect parents to submit attendance excusal notes on ManageBac
- email the students, parents and homeroom teachers if their absence is persistent [3 consecutive lessons] and the reason for the absence is unexplained on ManageBac by parents



## **Stage 2: Homeroom teachers**

- follow-up with students the following school day who miss the morning registration, inquiring into the reason for the absence, and expect parents to submit attendance excusal notes on ManageBac
- receive the Attendance Tracking document from the coordinator every Tuesday morning. This reflects the individual student's attendance status indicated as; yellow [closer to the requirement], orange [less than the requirement] red [at concerning level]
- use the Attendance Tracking document to check the status and follow-up with students to determine reasons for the absences and to evaluate if the situation requires notification to the parents or an intervention to prevent similar excusals in the future
- email to students whose attendance is closer to the requirement to inform them of the shortfall of attendance
- email to parents and students whose attendance is less than the requirement in order to seek explanation and discuss to resolve the issue. Needs to escalate the persistent absenteeism/repeated or /unresolved attendance issues to the Principals /Programme Coordinator

## **Stage 3: Principals /Programme Coordinator:**

- speak with the concerned parents to address the issue and determine a plan to alleviate the repeated absence
- escalate the unresolved cases to the HoS to address. At this stage, parents are warned of the fact that their child's attendance needs immediate attention as it may cost the student's High School Diploma

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\*academic support includes students being provided with resources, an outline of the class transaction or the extension of a deadline. These are accommodated at the teachers' discretion.