



Attendance Policy

#224

1. Purpose

The purpose of this policy is to ensure students target 100% attendance, supported by parents.

2. Scope

The policy applies to the whole student body, on a semester by semester basis.

3. Definitions

90% attendance: For High School this statistic is calculated by attendance during the 'morning session' (Home Room) onwards, and 'afternoon session' (period 6) onwards.

4. Policy statement

For a student to be able to pass the coursework of a school semester (High School) the student should be in attendance for a minimum of 90% of the semester.

Should the student be in attendance for less than 90% of the semester, the student jeopardises his or her ability to receive a complete report. A report can only be issued for school work completed.

If any students' lack of attendance is a continuing issue (i.e. less than 90%) from one semester to the next, the student jeopardises his or her ability to continue as a student at Dyatmika School.

It is important that parents understand that it is not practical for teachers to provide work for missed school days.

This policy rests on the following key ideas:

- There is a direct link between school attendance and achievement in school and also later in life.
- Students need to attend school regularly to make the most of educational opportunities, both academic and extracurricular.
- Poor patterns of attendance in the early years lead to poor patterns of attendance throughout the school years.
- Poor attendance makes it difficult for students to form positive relationships with their peers.

Attendance is critical to a student’s success. In each semester there is an average of 91 to 92 days.

- If a student misses 0 to 6 days in one semester, this is normal and a student can take full advantage of the teaching and learning opportunities available to them.
- If a student misses 7 to 10 days in one semester, this is below average attendance and a student is in danger of losing one year of schooling between Kindergarten (TK) and Class 10 in the High School.
- If a student misses 11 to 20 days in one semester, a student is in danger of losing two years of schooling between Kindergarten (TK) and Class 10 in the High School.
- If a student misses more than 20 days in one semester, a student is in danger of losing two and a half years of schooling between Kindergarten (TK) and Class 10 in the High School.

Beyond Class 10 absence further jeopardises school success. Lessons off class are not ‘free’. Class 11 and 12 students are supported to continue their learning in the study room.

There are no part time schooling arrangements for Dyatmika students.

5. Roles and responsibilities

The Board is to:	<ul style="list-style-type: none"> • Be familiar with and supportive of this policy
The Director is to:	<ul style="list-style-type: none"> • Implement this policy
Heads of School are to:	<ul style="list-style-type: none"> • Follow up with students and parents in the case of persistent absence
Academic and Pastoral Leaders are to:	<ul style="list-style-type: none"> • Follow up day to day and monthly absence, informing Head of School where no improvements are observed
Teachers are to:	<ul style="list-style-type: none"> • Follow attendance procedures to follow up absenteeism on a day to day basis, informing APLs / Head of School where no improvements are observed

6. Related documents

Enrolment Policy

7. Change history

Version	Developed by	Date of issue
1	Director Head of School Academic and Pastoral Leader	November 2015
2	Director Head of School	November 2017