



Student Attendance Policy

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:

This statistic is calculated by attendance during the 'morning session' (Home Room in High School, Lesson one in Primary) onwards, and 'afternoon session' (period 6 after lunch) onwards.

See appendix 1 for attendance descriptor classifications.

4. Policy statement

Students in both Primary and High School are expected to have an attendance record for a minimum of 90% of the semester. The school takes a strict approach to this, unless there are extenuating circumstances such as prolonged illness. In such cases, parents are expected to have informed the school.

The school understands that younger children can be more susceptible to illness yet the minimum expected percentage is considered realistic and commonplace in many countries.

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. Such decisions would not be taken lightly by the school. Ahead of any such decision, parents would have already received messages from the school, read their child's reports (which include attendance) and joined meetings with staff to address the issue.

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 and Primary school lead to poor patterns of attendance throughout the school years.
- Poor attendance makes it difficult for students to form positive relationships with their peers.
- Poor attendance can lead to greater issues of school refusal, particularly with younger students.

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 considered 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 where students are not in taught classes are not 'free' - these are considered to be study periods. 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.

Attendance letters

Attendance letters will be sent home to parents of any student not fulfilling the 90% attendance requirement. These letters are intended to be informative for parents and are sent in the best interests of students.

5. Roles and responsibilities

The Yayasan will:	<ul style="list-style-type: none"> • Be familiar with and supportive of this policy
The Director will:	<ul style="list-style-type: none"> • Support staff with the implement this policy
Heads of School will:	<ul style="list-style-type: none"> • Follow up with students and parents in the case of persistent absence
Academic and Pastoral Leaders	<ul style="list-style-type: none"> • Follow up day to day and monthly absence, informing Heads of School where no improvements are observed

(APL) /Primary Team Leaders will:	
Teachers are to:	<ul style="list-style-type: none"> Follow attendance procedures to follow up absenteeism on a day to day basis, informing APLs / Team Leaders /Head of School where no improvements are observed.

6. Related documents

Enrolment Policy

7. Change history

Version	Developed/reviewed by	Date
1	Director Head of School	2015-16
2	Head of High School	2018-19
3	Director	October 2022
4	Head of High School / Head of Primary	Sept. 2023

Appendix 1

Descriptor	Meaning
Present	Student present
Present (sports/trips/ online)	Student participating in school related trip or event, or approved family event where student completes work; to be approved by School, e.g.: External sporting competition Catch up work at home
Late	Student present, but late
Authorised approved absence	Family have informed school of a trip or event, and this is approved by the school e.g. bereavement during term time.
Authorised not approved absence	Family have informed school of a trip or event, but this is not approved by school e.g. holiday during term time Both instances are included in 'absent' percentage.
Unauthorised absence	School have not been informed of reason for absence