



# Attendance Policy

We want all our students to maximise their potential. We expect them to attend school every day unless they are unwell. Parents are, therefore, advised not to take their children out of school, as the absence of even one day will cause students to miss lessons and lose out on essential learning. This is particularly critical for, but not confined to, students in examination years and can cause unnecessary stress to students.

Additionally, to ensure the safety and wellbeing of our students, it is important that parents inform the school if their child is absent.

The School will always contact parents where students have missed school without notification being given, or when students have missed a significant proportion of the school year for any reason.

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## 1. Absence Due to Illness

Parents should e-mail the child's class teacher/form tutor on the first day of the absence, before 7.45am, and explain the reason for the absence. The timing is important as registers are taken before 8.00am and the reason for the absence can then be recorded. This will ensure that we know that all the students who set off for school have arrived safely.

If parents do not inform the school by 7.45am, the register shows an unauthorised absence until an explanation from the parents is received.

If a child is absent for more than 3 days due to illness, a follow up email should be sent to the child's class teacher/ form tutor *to update us on the expected return to school*. For absences longer than 5 school days, a Medical Certificate from a Singapore doctor should be provided.

Any absence from school that is not accounted for will be marked as 'unauthorised'. Authorised and unauthorised absences will be noted on the School Report.

## 2. Planned Absence

Parents should inform their child's class teacher/form tutor in advance if they know that their child will be absent for a legitimate reason, e.g. an operation.

Parents should inform their child's class teacher/form tutor in advance of any appointments (e.g. medical / dental) during the school day. Whenever possible, appointments should be made for after school.

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Absence on medical grounds will always be recorded as an ‘authorised’ absence. In general, absence for other reasons will be recorded as ‘unauthorised’, unless permission has been granted in advance, by the relevant Head of School. Unauthorised absences will be recorded on the School Report.

### 3. Requests for a Leave of Absence

In exceptional circumstances, individual requests to take a student out of school for an extended period may be granted. Such requests will be considered on a case-by-case basis and are subject to the approval of the Head of School. In general, we are unable to authorise absence during term time. These requests should be submitted in advance to *the Head of School* so that due consideration can be given.

### 4. Impact of Significant Absence

If a student has missed a large number of school days in a particular school year, it may affect their ability to progress in Tanglin. In such cases, parents will be asked to meet with the Head of School to discuss the best options for the child.

### 5. Punctuality

Students must register daily with their class teacher / form tutor.

Students are expected to be punctual for registration and for every lesson.

Students arriving late should register with the relevant school office so that their arrival is recorded.

Frequent lateness will be treated as a disciplinary matter (level 1 or 2 misbehaviour).

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