# ST. JOSEPH'S INSTITUTION INTERNATIONAL
ELEMENTARY SCHOOL

# Monitoring of Student Attendance

## APPROACH

1. **Attendance Policy, Procedure and Information**

   a. The school encourages all its students to be regular and punctual for their daily classes. Please note the attendance requirement and leave application guidelines as mentioned below:

   - All students on a Student Pass should have a minimum attendance of 90% per month.

   - All non-student pass holders should have a minimum attendance of 85% per month.

   - Any absenteeism should be supported by medical certificates / authorised student leave.

   - Immigration and Checkpoints Authority of Singapore (ICA) will be notified by the school whenever a student on Student Pass has a monthly attendance of less than 90%.

   - Student Pass Holders who miss 7 consecutive days of class will be liable to have their student pass be cancelled with effect from the 8th day and the letter of cancellation will be sent to student's place of residence in Singapore as registered with the School.

   b. The school attendance and behaviour policy will be communicated to students through the School Website and attendance requirements are also stated in the Student Contract. It will also be communicated to teachers through the Staff Handbook.

2. **Student attendance taking and monitoring system**

   a. Attendance is to be taken twice per day, once at the beginning of class in the morning, and the second in the afternoon.

   b. Students that enter the class after 8.15am from Monday - Thursday (8.30am on Friday) will be considered late and sent to the Elementary School office for registration.

3. **Intervention measures to help students with poor attendance**

   The school will monitor student attendance on a monthly basis, and intervention actions will be taken to help students with poor attendance.

4. **Evaluation of intervention measures for effectiveness and improvement**

   a. Any intervention actions taken on students with attendance are to be evaluated for effectiveness and improvements through the use of both individual evaluations done individually with students and parents, and group evaluations done at the School level.

5. **Review of student attendance policies and procedures; and the student attendance taking and monitoring system**

   a. The Student Conduct and Attendance procedures would be reviewed on an annual basis using the platforms of Internal Reviews (carried out by process owners) and Internal Assessments (carried out by QA Department).

## PROCESS

| Write-up: Process Steps & Details | Documentation / (Responsibility) |
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| **1. Attendance Policy, Procedure and Information**<br><br>1.1 As set out in the Terms and Conditions of Student's Pass, Student Pass Holders who miss 7 consecutive days of class will be liable to have their student pass be cancelled with effect from the 8th day and the letter of cancellation will be sent to student's place of residence in Singapore as registered with the School.<br><br>1.2 Students will be informed of the minimum attendance requirements and policy via the School Website and student contract. Teachers will also be informed of the requirements through the Staff Handbook. | |
| **2. Student attendance taking and monitoring system**<br><br>2.1 Respective Class Teachers are responsible for marking their class' attendance, and will do so by using the following notation on iSAMS:<br><br>● "/" for Present<br><br>● "C" for Authorized Absences<br><br>● "O" for Unauthorized Absences<br><br>● "N" for Unknown<br><br>● "U" for Late (After registers closed)<br><br>● "I" for Illness<br><br>● "M' for Medical/Dental Appointments<br><br>● "V" for Approved School Expedition<br><br>2.2 <u>Proper Filing of Supporting Documents for Attendance Issues</u><br><br>● The Administrative Assistant is to ensure that students who have been marked with an "I" have accompanying MCs or have written in to the School to inform of their absence due to illness. The MCs are to be filed in the Student's P-File. If the student's parent has notified the school that their child is sick (but do not have an accompanying MC), the Administrative Assistant is to note the reason on iSAMS. | MCs / Approved Absence Forms<br><br>(Administrative Assistant)<br><br>Student P-File<br><br>(Administrative Assistant) |

PROCESS

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| ● Students who have been absent are expected to provide a note of explanation, parents will also frequently email the school to explain absences. The Administrative Assistant should contact students who have been marked with a "N" to ascertain whether they have valid reasons to be absent from class. If they do, the Administrative Assistant will change their attendance status to "C". The Administrative Assistant will also file the student's Approved Absence Forms in the student's P-File. | |
| 2.3 Monthly Attendance Monitoring Report | |
| ● The Administrative Assistant is to generate a Monthly Attendance Monitoring Report. | Monthly Attendance Monitoring Report |
| ● Based on the attendance report, the Administrative Assistant will highlight to the Vice Principal (Pastoral) on students with attendance below 90%. | (Administrative Assistant) |
| ● The Vice Principal (Pastoral) will be responsible for informing Class Teachers should the report highlight issues with students belonging to their classes. | |
| **3. Intervention Measures to help students with behavior and attendance issues** | |
| 3.1 Intervention measures that the School adopts for attendance issues: - <br> ● On a daily basis, the Class Teacher is to send students who arrive after 8.00am to the ES Office for registration by the Administrative Assistant. Students who arrive after 8.15am (on Monday-Thursday) and 8.30am (on Friday) are to be marked with "U" on iSAMS sent to the ES Office for registration as well. | |
| ● Students who are late for more than 5 times on any given month will be indicated on the Monthly Attendance Monitoring Report for the Vice Principal (Pastoral)'s attention and follow up. | |
| ● On a daily basis, the Administrative Assistant will follow up with parents of absent students to establish reasons for their child's absence. Teachers may also follow up with the student's parents. Supporting documents for the student's absence will be filed in the student's P-File. | |
| ● Based on the Monthly Attendance Monitoring Report, the Administrative Assistant will submit the list of students who have whose monthly attendance fell below 90% without valid reasons to the Vice Principal (Pastoral) for follow up. | |
| ● The following table for actions is to be taken form part of the Student Attendance Policy. | |

| Attendance Rate (including approved absences) | Action to be Taken* |
|---|---|
| **85 – 89%** | Emails will be sent to parents by the Administrative Assistant alerting them that their child's attendance has fallen into this range. Class teachers and Vice Principal (Pastoral) will be kept in the loop as well. |
| **< 85%** | The Administrative Assistant will notify the Vice Principal (Pastoral), who will email the child parent's and may invite them to the school for a talk. |

*If student's attendance is below the minimum % due to unforeseen circumstances (e.g. parents opting to keep their child at home due to the COVID-19 virus), the Vice Principal (Pastoral) may decide to monitor the student's attendance over subsequent month(s) before taking the respective follow up actions.

● Based on the Monthly Attendance Monitoring Report, the Administrative Assistant will submit the list of international students whose monthly attendance fell below 90% without valid reasons to ICA by the 1st week of every month.

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| **4** | **Evaluation of intervention measures for effectiveness and improvement** | |
| 4.1 | Evaluation of intervention measures are a constant effort, where the intervention taken will be evaluated for effectiveness through the improvement of the particular student (with attendance issues) in question. | |
| 4.2 | The Vice Principal (Pastoral) will work with individual teachers and/or parents of the student with the attendance issue to monitor for improvements following the initial intervention action taken. Should attendance issues continue, the next level of intervention action will be taken (refer to Point 3.1 of the procedure above). | |
| 4.3 | Measures to evaluate effectiveness of intervention actions taken for students with attendance issues include: | |
| | ● Observing whether student's attendance have improved following the intervention action through the Yearly Attendance Monitoring Report. | Yearly Attendance Monitoring Report<br><br>(Vice Principal (Pastoral)) |
| 4.4 | Effectiveness of the follow up actions for students with persistent attendance issues (e.g. students who have been flagged up multiple times by different teachers in iSAMS) will also be discussed as a continuous effort, and may be documented in the Pastoral Department | |

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| Meeting Minutes by the Elementary School's pastoral department, where applicable. | Pastoral Department Meeting Minutes<br><br>(Vice Principal (Pastoral)) |
| **5.** **Review of student attendance policies and procedures; and the student attendance taking and monitoring system**<br><br>5.1 The Student Attendance policy and process would be reviewed through the following platforms: -<br>● Internal review by respective process owners using the Internal Review Form<br>● Internal assessment by QA Department using the Internal Assessment Report | Internal Review Form / Internal Assessment Report<br><br>(QA Department) |

## SYSTEMS & REVIEW

| S/N | SYSTEMS<br><br>(Desired outcomes for integrated processes) | REVIEW<br><br>(Outcome indicators for evaluation of effectiveness of related Approach, Process and System) | Related processes that are integrated that leads to a desired outcome. |
|---|---|---|---|
| 1 | Student Attendance Policies and Procedures, including intervention measures are effective in driving good overall attendance. | a. % of overall student attendance rates | ● Process for monitoring of Student Attendance |