



Elementary School Monitoring of Student Attendance

APPROACH

1. Attendance Policy, Procedure and Information once

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 absence.
- Immigration and Checkpoints Authority of Singapore (ICA) will be notified by the school's Admissions team whenever a student on a Student Pass has a monthly attendance of less than 90%. Admissions to be notified by the ES team.
- 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 the student's place of residence in Singapore as registered with the School.

b. The school attendance and behaviour policy will be communicated to parents 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

Attendance is to be taken **twice per day**. **

a. ** Teachers may mark attendance for the full day i.e morning and afternoon attendance, but be diligent about any changes, For example a child who has an appointment or leaves school unwell. **Teachers are to inform the office of any amendments.**

b. At the beginning of class in the morning by 8.15am.

c. After lunch by 1.30pm

- b. Should a student leave during the school day; sickness or an appointment, homeroom teachers are to advise the Admin team.
- c. If the student is sent home by the School Nurse, the Nurse updates iSAMS.
- d. Nurses are required to update the office when students are sent home sick on the **Daily Attendance Updates.**
- e. For Home Based Learning (Synchronous and Asynchronous e-learning), attendance is to be taken twice a day as per the timings indicated under point 2b. above, and students are expected to attend morning assemblies online at 8.00am for their attendance to be taken by teachers. Students are also expected to engage in learning and submit their completed work on Google Classroom. Teachers will notify parents through email if students are not submitting their work as required.

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 Elementary School Monitoring of Student Attendance policy and procedures will be reviewed once every two years using the platforms of Internal Reviews (carried out by process owners) and annually for Internal Assessments (carried out by **QA Staff**).

PROCESS

Write-up: Process Steps & Details

1. Attendance Policy, Procedure and Information

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.

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](#).

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2. Student attendance taking and monitoring system

2.1 **Respective Class Teachers or Specialist Teachers** are responsible for marking their class attendance, and will do so by using the following notation on SEQTA:

- “J” for Present
- “Red Tick” for Authorized Absences
- “O” for Unauthorized Absences
- “L” for Late

2.2 Attendance Taking and Monitoring for Home Based Learning (Synchronous and Asynchronous e-learning)

- Attendance requirements for students attending home based learning are the same as they would usually do in school.
- Attendance will be taken twice a day, in the morning by 8.15am, and in the afternoon by 1.30pm.
- Students are required to be present for assembly online at 8.00am, and **respective Class Teachers or Specialist Teachers** are responsible for marking their class attendance as per point 2.1 above.
- Students are expected to engage in learning and submit their completed work on Google Classroom. Teachers will notify parents through email if students are not submitting their work as required.

2.3 Proper Filing of Supporting Documents for Attendance Issues

- The **Administrative Assistant** is to ensure that students who have been marked with “Approved Absence” have accompanying **MCs** or have written in to the School to inform of their absence due to illness. The MCs are to be attached onto the child’s iSams notes. If the student’s parent has notified the school that their child is sick (but does not have an accompanying MC), the **Administrative Assistant** is to note the reason on SEQTA.
- 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 “Absent” to ascertain whether they have valid reason - illness - to be absent from class. If they do, the **Administrative Assistant** will change their attendance status to “Approved Absence”.

- **Authorised Absences**

Home room teachers can grant half day/day authorised absence, provided that parents provide email or written evidence for the absence. For example, (not exhaustive):

- Educational Assessment
- Music Exam
- Sporting Tournament
- ICA related matters e.g Passports/Visas/Citizenship renewal

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- Medical appointments or assessments

Requests for personal reasons e.g. birthday, family events have to be referred to the Principal. These requests are generally not authorised.

Requests for compassionate leave (e.g. death of immediate family members) can be submitted for up to 5 days of authorised absence.

Parents who request an authorised absence beyond two days, must fill in the *Request for Absence Form* and submit them to the Principal for approval.

2.4 **Monthly Attendance Monitoring Report**

- The **Administrative Assistant** is to generate a **Monthly Attendance Monitoring Report**.
- Based on the attendance report, the **Administrative Assistant** will highlight to the **Vice Principal** on students with attendance below 90%.
- The **Vice Principal** 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 behaviour and attendance issues**

3.1 Intervention measures that the School adopts for attendance issues: -

- On a daily basis, the Class Teacher is to send students who arrive **after 8.20am** to the ES Office for registration by the **Administrative Assistant**, or email the **Administrative Assistant** to notify about the lateness. Students who arrive after 8.20am are to be marked with "Late" on SEQTA. Teachers are to indicate the time of arrival for the student as well.
- Students who are late for more than 5 times in any given month will be indicated on the **Monthly Attendance Monitoring Report** for the **Vice Principal'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 uploaded in iSAMS.
- Based on the **Monthly Attendance Monitoring Report**, the **Administrative Assistant** will submit the list of students whose monthly attendance fell below 90% without valid reasons to the **Vice Principal** for follow up.
- The following table for actions is to be taken form part of the Student Attendance Policy.

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Attendance Rate (including approved absences)	Action to be Taken*
85 – 89%	Emails will be sent to parents by the VP via the Administrative Assistant alerting them that their child’s attendance has fallen into this range. Class teachers will be informed.
< 85%	The Administrative Assistant will notify the Vice Principal who will email the child 's parents and may invite them to the school for a talk.

*If a student's attendance is below the minimum % due to unforeseen circumstances, for example illness or emergency family matters. the Vice Principal 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 Student Pass holders whose monthly attendance fell below 90% without valid reasons to ICA.
- Once reviewed, the Vice Principal will submit this list to the **Admissions Department** to advise ICA.

4 Evaluation of intervention measures for effectiveness and improvement

4.1 Evaluation of intervention measures is 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** 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:

4.4 Effectiveness of the follow up actions for students with attendance issues will also be carried out by the Administrative Assistant and Vice Principal on a monthly basis, on whether the student’s attendance had improved as compared to previous months, and the Principal will also be informed of further intervention actions taken.

Write-up: Process Steps & Details

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

5.1 The Student Attendance policy and process would be reviewed through the following platforms: -

- Internal review by respective process owners using the [Internal Review Form](#)
- Internal assessment by [QA Staff](#) using the [Internal Assessment Report](#)