**Attendance and Punctuality Policy**

**Introduction:**Attendance refers to the total number of school days attended by the student during the school year based on the School calendar.

**Rational:**- To ensure that students are attending all classes and activities that result in their  
understanding of the curriculum and the subjects being taught.  
- To set out the Ministry Of Education expectations in relation to full attendance at School by all students without exception, through a clear policy and effective communication with Parents/Guardians.  
**Policy Statement:**

At the beginning of the academic year, Elite APS issues to Parents / Guardians approved attendance policy setting out procedures to deal with absences and to  
ensure that students punctually and regularly attend School and all lessons, and that all attendance data is accurately recorded. Basic requirements and responsibilities in relation to students’ attendance at School are as follows and reflected in the Elite APS’s attendance policy:  
•Students are expected to attend School on every school day as specified in the  
School calendar.  
•Students shall arrive at School punctually every day, attend morning assembly,  
and attend classes on time.  
•Teachers shall maintain a record of attendance by students for every lesson.  
•Schools will maintain accurate daily attendance data for each student, including  
timely or late arrival to School.  
•Parents / Guardians will make every effort to ensure that their children attend  
School every school day and arrive on time.  
•If students need to be absent from School for a particular day, Parents/Guardians must inform the School accordingly.  
•When a student returns to School following an absence, Parents/Guardians  
must send a signed note to the School indicating the reason for the student’s  
absence.  
•Students are responsible for completing all assignments missed during their  
absence.  
•Parents/Guardians should seek to ensure that family vacations take place during  
scheduled School holidays.  
  
**Roles and Responsibilities:**

**Principals** will:  
- Develop, implement and regularly review the School’s policies and procedures for  
promoting good attendance, and follow up on excessive absence including truancy, and ensure full compliance with the Ministry of Education requirements.  
- Ensure that the School’s attendance policies and procedures are implemented and adhered to.  
- Ensure effective administration of student attendance and recording daily  
attendance at all lessons.  
- Provide clear information about the consequences of poor attendance to Parents/Guardians, students and School staff.  
- Set procedures for dealing with poor attendance and tardiness.  
- Recognize students with exemplary attendance records.