



# Attendance and Leave Policy



**Purpose of the Policy:**

The purpose of the leave policy for learners at Knowledgeum Academy is to establish a transparent and fair system for managing learner leaves. The policy aims to ensure that learners, along with school and parents, have a comprehensive understanding of the rules and procedures regarding leaves. It promotes a sense of responsibility and accountability among learners while maintaining an organised and conducive learning environment.

**The leave policy for learners at Knowledgeum Academy serves the following purposes:****(a) Clarity and Consistency:**

The policy provides clear guidelines and procedures for requesting and granting leaves. It ensures consistency in how leave applications are processed, reducing confusion and uncertainty for learners, educators, the head of the school, and parents.

**(b) Attendance Management:**

The policy helps in effectively managing learner attendance. Establishing expectations and consequences related to leaves encourages learners to maintain regular attendance, which is vital for their academic progress and overall learning experience.

**(c) Academic Continuity:**

The policy ensures that learners understand the importance of attending classes regularly. It emphasises the connection between consistent attendance and academic success, helping learners stay on track with their studies and not miss out on essential learning opportunities.

**(d) Responsibility and Accountability:**

The policy promotes a sense of responsibility and accountability among learners. By adhering to the rules and procedures outlined in the policy, learners learn to take ownership of their attendance and make informed decisions regarding leaves.

The purpose of the leave policy at Knowledgeum Academy is to create a supportive and disciplined environment where learners can thrive academically while instilling values of responsibility, accountability, and commitment to their education.

## **Obligations**

### **1. Learner's Obligations**

#### **(a) Regular Attendance:**

Learners are required to attend classes punctually and consistently unless they have valid reasons for their absence.

#### **(b) Notification:**

Learners must inform the academy in advance or as soon as possible in case of planned/unplanned absences, providing appropriate documentation when necessary.

#### **(c) Compliance with Procedures:**

Learners must adhere to the academy's leave request procedures.

#### **(d) Responsibility for Missed Classes:**

Learners are responsible for catching up on missed coursework and assignments promptly upon their return.

### **2. Parent/Legal Guardian's Obligations:**

#### **(a) Communication:**

Parents/legal guardians must notify the academy of any planned/unplanned absences, providing relevant details and documentation.

#### **(b) Collaboration:**

Parents/legal guardians should work closely with the academy to ensure their child's regular attendance and address any concerns related to attendance or leave requests.

#### **(c) Support:**

Parents/legal guardians are encouraged to reinforce the importance of attendance and punctuality with their children, promoting a sense of responsibility towards their education.

Collective responsibility will ensure a conducive learning environment.

## **Types of Leaves**

### **Authorised Leaves**

At Knowledgeum Academy, we understand there could be unavoidable reasons for learners to be absent from school. To ensure a smooth process, we have identified specific situations that are considered authorised leaves. Learners must meet the outlined requirements for each type of leave to be granted permission. We prioritise the well-being and personal responsibilities of our learners while ensuring that their education continues effectively.

#### **(a) Medical Emergency:**

In the event of a medical emergency preventing learners from attending classes, they may apply for medical leave. Learners are required to provide a medical certificate upon return or upload the document on the MySchool app. It is crucial to comply with this requirement to ensure the leave is properly documented and approved.

#### **(b) Family Emergencies:**

Leave requests related to urgent family matters or unforeseen emergencies, such as a family member's illness or critical situation, will be considered upon approval from the Head of the School. Learners should promptly notify the homeroom teacher or apply for leave in the MySchool App in such emergencies. It is important to obtain proper authorisation to ensure appropriate support and coordination during these circumstances.

#### **(c) Bereavement of an Immediate Family Member:**

In the unfortunate event of the passing of an immediate family member, learners may be granted leave to grieve, attend funerals, and support their family. However, it is crucial to adhere to the established procedures and seek approval from the Head of the School. While the school grants leave in these specific instances, learners need to uphold the integrity of the leave policy.

#### **(d) Religious Observance:**

While Knowledgeum Academy respects learners' religious beliefs, leave for religious observances, ceremonies, or practices is subject to careful consideration. Learners may request leave for such purposes but must notify the school, at least a week prior. The Head of School will review such requests on an individual basis, aiming to strike a balance between religious observance and academic commitments.

**(e) Travel Plans (Extended Holiday):**

Any travel plan such as family vacations or trips, is generally discouraged during the academic term. We understand that there may be scenarios where learners may need to be absent. In such cases, learners have the option to submit a leave request well in advance, providing a clear explanation for their absence. In certain cases, we may be able to grant a leave of up to three days. However, it's important to note that approvals for travel-related leaves are infrequent, and unauthorised absences for travel purposes will have serious disciplinary consequences.

**(f) Early Departure from School in Case of Emergency:**

In exceptional circumstances or emergencies, learners may be permitted to leave school earlier than usual. However, it is crucial to use this provision responsibly and not exploit it as a means to avoid academic responsibilities. If there is a legitimate reason for early departure, parents should effectively communicate it to the Head of School and obtain prior approval. Only upon approval can the learner leave early from school.

**Note:** Three instances of early departure or late arrival will be treated as equivalent to being absent for one full day.

**(g) Late Arrival in Case of Emergency:**

In the event of emergencies causing learners to arrive late to school, it is vital for parents to promptly inform the Head of School. The academy recognises the importance of prioritising safety and well-being, while also emphasising the need to minimise instances of being late. It is essential for parents to clearly communicate with the Head of School and obtain approval in such situations.

**Note:** Three instances of early departure or late arrival will be treated as equivalent to being absent for one full day.

**(h) Approved Educational Activity:**

Leave for learners participating in approved educational activities, such as school cultural events, sports meets, and competitions may be granted sparingly. However, learners should be aware that such activities should not disrupt their academic progress. Prior approval from the Head of School, along with the submission of relevant documentation, is mandatory. Failure to comply with the specified requirements will result in the denial of leave.

**(i) Internship:**

Authorised leave for learners participating in internships may be granted only if the internship offers tangible and substantial practical learning experiences. The academy believes that practical exposure contributes to learners' overall educational development. However, it is important to communicate this well in advance to the Head of the School and obtain proper approval.

**Unauthorised Leaves**

Knowledgeum Academy recognises that certain circumstances may lead to unapproved absences from school. These unauthorised leaves refer to instances where learners are absent without valid reasons or prior approval. Such absences can disrupt the learning environment and hinder educational progress. Learners need to understand the consequences and impact of unauthorised leaves, as they undermine the commitment to regular attendance and the academy's efforts to provide a structured and engaging learning experience.

**(a) Late Arrival without a Valid Reason:**

Learners arriving late to school without a valid reason or failing to provide prior communication disrupt the class and compromise their attendance record.

**(b) Unexplained Absence:**

Absence from school without providing a valid reason or seeking approval leads to unaccounted absences.

**(c) Unauthorised Extended Holidays:**

Taking an extended absence from school without proper approval disrupts the continuity of learning, and impacts academic progress.

**(d) Unapproved Personal Commitments:**

Taking leave for personal events without obtaining prior permission, neglecting the importance of prior communication and adherence to school policies.

**(e) Unauthorised Travel:**

Absence from school for travel purposes without proper authorisation, disrupting the learning process and missed educational opportunities.

**(f) Unexcused Early Departure:**

Leaving school before dismissal time without a valid reason or approval, interrupting scheduled activities, and potentially missing important instructional content.

**(g) Unexcused Late Arrival:**

Arriving at school after the designated start time without a valid reason or approval, resulting in missed instructional time and a disruptive entry to the classroom.

**Leave Request Procedure**

At Knowledgeum Academy, parents/legal guardians have the authority to apply for authorised leaves on behalf of the learners. There are two convenient ways to apply for leaves: through the MySchoolOne LMS or the MySchoolOne Mobile App.

**Step-by-Step Process:**

1. Visit the Knowledgeum Academy website/ Mobile App.
2. On the navigation bar, locate and click on "MySchoolOne Login."
3. Enter your login details and click on "Login" to access your account.
4. Once logged in, navigate to the "E-Almanac" section.
5. Select "Create/View Message" from the available options.
6. In the "Create/View Message" section, click on the dropdown menu for "Departments" and choose the "Leave" option.
7. Select the appropriate "Leave Category" that matches the reason for your leave.
8. Provide a valid reason for the leave application in the designated space.  
**Note:** When applying for medical leave, make sure to upload the required medical certificate.

By following these steps, parents/legal guardians can easily apply for authorised leaves for their child through the MySchoolOne LMS or the MySchoolOne Mobile App.

**Mandatory Attendance Management**

At Knowledgeum Academy, attendance is a crucial aspect of a learner's academic journey. To ensure accurate record-keeping, attendance is taken by the Homeroom teacher during assembly and by the respective subject teachers before each class.

Learners need to understand that consistent attendance is a fundamental requirement at our academy. They are expected to maintain a minimum attendance percentage of 80% throughout the academic year. Learners must be present for a significant portion of their scheduled classes.

Failure to meet the attendance requirement consistently can have serious consequences. It not only hampers the learning process but also affects a learner's overall progress and performance. To emphasise the importance of regular attendance, Knowledgeum Academy has established disciplinary measures to address any persistent attendance issues.

### **Measures against Unauthorised Leave**

At Knowledgeum Academy, strict measures are implemented to address instances of unauthorised leave.

The following steps will be taken in such cases:

#### **a) Prompt Notification:**

If a learner is absent when classes start at 8 a.m., the Administration Office will promptly inform the parents/legal guardians by 9 a.m. This ensures that the absence is identified and addressed on time.

#### **b) Day Scholars:**

For learners who are day scholars, the school will immediately alert their parents via the MySchoolOne app, informing them about the unauthorised leave. It is essential for parents to respond to the alert with a valid reason. If no response is received within three days, the student can only return to class after the parent meets with the Head of School.

#### **c) Hostelites:**

If the learner resides in the school's hostel, the school will promptly notify their legal guardian via the MySchoolOne app about the unauthorised leave. Similarly, it is crucial for the legal guardian to respond with a valid reason. If there is no response within three days, the student can only return to classes after the legal guardian meets with the Head of School.

### **Consequences and Course of Action**

- If the leave of absence is not intimated by the parent, it will be treated as bunking school; and will be registered as a case of indiscipline and the parent/guardian may have to accompany the student on his/her next arrival to school.
- If the criteria of 80% attendance are not satisfied, the student may be debarred from the assessment in that particular quarter. In case of a medical emergency and producing a medical certificate, the student may be allowed to take in the evaluation, but he/she must maintain 80% to take year-end examinations.



- Reporting time to the academy is 07:50 a.m., late entry will be reflected in your report card which is a negative remark, showcasing your punctuality. Repeated late entries will invite disciplinary action, and four late entries will be treated as one-day absences.

### **Additional Assessment Examinations:**

If a learner's attendance falls below 80% for a particular term, they will be required to take an extra assessment examination specifically designed to make up for the missed attendance. For each term where their attendance is below the required threshold, they will have to write an additional exam.

The purpose of these additional assessments is to ensure that learners comprehend the significance of regular attendance. By taking these exams, learners are encouraged to take responsibility for their attendance and strive to meet the attendance requirement set by the institution.

### **The correlation between the number of leaves taken and its impact on attendance**

The number of leaves taken by learners directly affects their attendance percentage. The following table illustrates the impact of leaves on attendance:

<b>Number of Days Missed</b>	<b>Number of Classes Missed</b>	<b>Attendance Percentage</b>
<b>0</b>	<b>0</b>	<b>100%</b>
<b>1</b>	<b>6</b>	<b>95%</b>
<b>2</b>	<b>12</b>	<b>90%</b>
<b>3</b>	<b>18</b>	<b>85%</b>
<b>4</b>	<b>24</b>	<b>80%</b>
<b>5+</b>	<b>30+</b>	<b>Below 80%</b>

Maintaining a minimum attendance of 80% throughout the academic year is mandatory for learners to fully benefit from their education and meet the requirements for successful completion of their courses.

By maintaining the required attendance percentage, learners can maximise their learning opportunities and make the most of their time at Knowledgeum Academy.