

ATTENDANCE POLICY

NESTAS INTERNATIONAL SCHOOL

1. PREAMBLE

Nestas International School recognises that regular and punctual attendance is fundamental to learners' academic success, personal development, and overall school effectiveness. This Attendance Policy is designed to promote consistent school attendance, reduce absenteeism and lateness, and foster a culture of responsibility and accountability among learners, parents/guardians, and staff.

2. PURPOSE OF THE POLICY

The purpose of this policy is to:

Emphasise the importance of regular school attendance

Provide clear guidelines on attendance expectations

Define procedures for recording, monitoring, and reporting attendance

Address absenteeism and lateness promptly and fairly

Promote collaboration between the school and parents/guardians

3. SCOPE OF APPLICATION

This policy applies to:

All learners from Crèche to Junior High School (JHS)

Parents and guardians

Teaching and non-teaching staff

The policy applies during all official school days, school hours, and school-related activities.

4. LEGAL AND POLICY FRAMEWORK

This policy is informed by:

Ghana Education Service (GES) regulations

Children's Act, 1998 (Act 560)

School rules and regulations of Nestas International School

5. SCHOOL DAYS AND HOURS

The official school calendar shall be communicated to parents at the beginning of each academic year.

School begins promptly at the time stipulated by management.

Learners are expected to be on campus and ready for assembly before the official start time.

6. ATTENDANCE EXPECTATIONS

6.1 Learners

Learners are expected to:

Attend school regularly and punctually

Participate fully in lessons and school activities

Remain on school premises throughout the school day unless permission is granted

6.2 Parents and Guardians

Parents and guardians are expected to:

Ensure their wards attend school daily and on time

Inform the school promptly of any absence

Provide valid reasons and supporting documents where applicable

Avoid scheduling non-essential activities during school hours

6.3 Staff

Staff members shall:

Take accurate daily attendance

Monitor and report absenteeism and lateness

Support learners with attendance challenges

Communicate attendance concerns to management and parents

7. ABSENCE FROM SCHOOL

7.1 Acceptable Reasons for Absence

Acceptable reasons include:

Illness (medical evidence may be requested for prolonged absence)

Family emergencies

Religious observances (with prior notice)

Approved school-related activities

7.2 Unacceptable Reasons for Absence

Unacceptable reasons include:

Truancy

Late nights or oversleeping

Domestic errands during school hours

Unapproved travel or social events

8. PROCEDURE FOR REPORTING ABSENCE

Parents/guardians must inform the school on the first day of absence through approved communication channels.

Upon return, the learner must present a written explanation signed by the parent/guardian.

Prolonged absence (three or more consecutive days) must be formally communicated to management.

9. LATENESS

9.1 Definition of Lateness

A learner is considered late if they arrive after the official start time.

9.2 Management of Lateness

Late arrivals shall be recorded daily.

Repeated lateness shall attract corrective measures.

Parents may be invited for discussion where lateness persists.

10. TRUANCY

Truancy refers to unauthorised absence from school or lessons. It is a serious offence and may result in:

Immediate investigation

Parental engagement

Disciplinary action in line with the school's Code of Conduct

11. ATTENDANCE RECORDS

Class teachers shall maintain daily attendance registers.

Attendance records shall be reviewed regularly by school management.

Accurate attendance data shall form part of learners' academic records.

12. INTERVENTION AND SUPPORT STRATEGIES

To address attendance challenges, the school may:

Provide counselling and guidance

Engage parents/guardians

Develop individual attendance improvement plans

Refer serious cases to appropriate authorities where necessary

13. REWARDS AND INCENTIVES

The school may recognise and reward:

Excellent attendance

Improved attendance

Such recognition may include certificates, commendations, or announcements.

14. CONSEQUENCES OF POOR ATTENDANCE

Persistent absenteeism or lateness may result in:

Warnings (verbal or written)

Parent conferences

Withdrawal from certain school activities

Other corrective measures deemed appropriate by management

15. IMPLEMENTATION AND REVIEW

This policy shall be implemented by school management and staff.

Parents and learners shall be informed of the policy at admission and during orientation.

The policy shall be reviewed periodically to ensure effectiveness and compliance with regulations.

16. ACCEPTANCE

All learners, parents/guardians, and staff of Nestas International School are required to comply with this Attendance Policy.

Approved by: Management of Nestas International School

Effective Date: _____