



SARASWATI CONVENT SCHOOL

(Under the aegis of Saraswati Educational & Vocational Training Society)

Near Baba Bangali Kutiya, Tilla Road, Maur Mandi, Dist. Bathinda, Punjab, India.

Email: saraswatischoolmaur@gmail.com

Contact No.: +91 98153-46108, +91 94636-37037

Attendance Policy (Students & Staff)

At Saraswati Convent School, regular attendance is essential for academic excellence, discipline and the smooth functioning of the institution. This policy outlines the expectations and procedures regarding attendance for both students and staff members.

■ Section A: Student Attendance Policy

1 Importance of Attendance

- Regular attendance ensures academic progress and holistic development.
- Students must attend school daily unless prevented by genuine reasons.

2 School Timings

- Students must reach school before the morning assembly.
- Late arrivals may not be permitted to enter after the specified reporting time.
- Students must attend the full school day unless granted permission for early leave.

3 Leave Application Procedure

- Leave must be applied through the **ClassON App**.
- In case of emergency leave, parents must inform the school before school hours.
- Medical leave of more than 2 days requires a medical certificate.
- Absence without prior information will be marked as unauthorized absence.

4 Minimum Attendance Requirement

- Students must maintain at least **75% attendance** to be eligible to appear in examinations.
- Students falling below the required percentage may be required to submit a written explanation.

5 Late Coming Policy

- Repeated late arrivals may lead to warning notices.
- Persistent late coming will result in parent meetings.



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6 Early Dispersal

- Early leave during school hours is discouraged.
 - A **Gate Pass** must be approved before a student leaves campus.
 - Proper ID verification will be required for guardians.
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7 Examination Attendance Policy

- **No leave will be granted during examination days.**
- Attendance during Periodic Tests, Half-Yearly, Annual Exams, and any scheduled assessments is **compulsory**.
- **If a student remains absent on the day of an examination:**
 - The student will **not be permitted to reappear for that examination**, either before or after the scheduled date.
 - The absence will be recorded, and marks may be awarded as per school examination policy.
- In case of extreme medical emergencies, the matter will be reviewed by the school management, and the decision of the school shall be final.

Consequences of Irregular Attendance

- Verbal Warning
- Written Notice to Parents
- Restriction from certain activities
- In extreme cases, withholding examination eligibility



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Section B: Staff Attendance Policy

1 Reporting Time

- Staff members must report to school before the scheduled time.
 - Attendance must be marked through the prescribed system (biometric/register/app).
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2 Leave Policy

- All leave applications must be submitted through the **ClassON App**.
 - Leave must be applied in advance except in emergency cases.
 - In case of emergency, staff must inform the concerned coordinator and management.
 - Unauthorized leave will be treated as Leave Without Pay (LWP).
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3 Punctuality

- Repeated late reporting may lead to written warning.
 - Habitual late coming may affect performance appraisal.
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4 Absence During Working Hours

- Staff members are not allowed to leave the campus during working hours without prior approval.
 - Proper permission from the Principal or authorized authority is mandatory.
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5 Examination & Event Days

- Attendance is compulsory during examinations, events, PTMs and official school functions.
 - Leave during such days will only be granted in exceptional cases.
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6 Attendance Monitoring

- Attendance records will be reviewed monthly.
- Continuous irregular attendance may lead to disciplinary action.



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🎯 Shared Responsibility

- Attendance reflects commitment, discipline and professionalism.
- Both students and staff are expected to value punctuality and regular presence.

Policy Commitment

At Saraswati Convent School, we believe that consistent attendance builds responsibility, strengthens academic outcomes and contributes to a culture of excellence.

Let us work together to maintain regularity and dedication in all our endeavours.