



Attendance Policy

Scope

To ensure adherence with the presiding Ministry of Education (MoE) guidelines in maintaining student attendance records. This policy is in effect for the academic year 2025-2026.

Policy

The Ministry of Education has approved the procedural guide for attendance and absence for the academic year 2025-26. The guide includes several measures, most notably: alerts and escalating warnings by the school authorities starting after a single day of absence, and ending with referring the student's file to the school administration and the relevant external authorities, including child protection, after 15 days of unexcused absence.

An instant messaging system will also be activated to notify parents immediately of their children's absences. A student's absence is counted as two days if it occurs on a Friday, or on days directly before or after official holidays. The maximum limit of unexcused absences is 5 days per semester and 15 days in a school year. If the number of unexcused absences exceeds 15 days during the academic year, the student will be required to repeat the entire school year. This will also affect students' registration with regards to appearing for the CBSE board examinations for Grades 10 and 12. Students will de-registered if they are found to have an attendance record below the specified requirements.

This is to notify parents & students that Buds Public School will adhere to these guidelines from the Ministry of Education (MOE) with immediate effect.

Policy code: BPS/002/2025

Policy Reviewed: September 2025

Effective from: April 2025

Reviewed By: Senior Leadership Team

Next Review: March 2026

Approved By: Mr. Donald Weilson (Principal)