

5 Steps Academy

Attendance and Holiday Policy

Attendance Policy

Attendance

Good attendance is important if students are to utilize the advantage of school in order to gain maximum knowledge and skills. Excellent attendance is an important element leading to high achievement and we believe that here, at 5 Steps, that both parents and teachers share responsibility to encourage maximum attendance.

Parents of children at 5 Steps are responsible in making sure that their children attend school every day on time. Therefore, we will be working with the parents in order to achieve this.

Punctuality

School starts at 10 am for all students. Being on time is an important value to learn. Being late for school, not only result in the student missing out on valuable learning time but it will also disrupt the other students who are already settled. For children who are frequently late it can become an embarrassing experience and hence possibly lead to disobedience at school.

School finishes at 1.40pm and 2.40pm for Elementary and Secondary students respectively. It is equally important that your child is collected on time. When parents are late children might feel anxiety especially when his/ her classmates have all gone home.

Rewards for excellent attendance

In hope to improve punctuality and attendance, we will reward students who achieve 100% attendance, combined with 100% punctuality each year with a sticker and a gift.

2 types of absences

Excused (Authorised) and Absent (Unauthorised)

Authorised Absence is absences with justifiable reasons that are authorised by the school. These include absence for: Illness*, Religious Observance and Compassionate leave.

Unauthorised Absence is absences with reasons not acceptable by the school. These include: child's birthday, parents woke up late and therefore do not think they should send their child to school, child has non-infectious conditions, Doctor's or Dentist Appointment that last all day, weddings and unauthorized holidays.

Parents should make dental/ doctor appointments for after school hours or during the school holidays. If it cannot be avoided, the school will require proof of appointment.

Parents are expected to notify the school immediately if their child is absent from school with the reason why. If not, absences will be considered unauthorized.

*frequent absences due to illness will be monitored

Holiday policy

Holidays in 5 Steps Academy are flexible; students are allowed to take a maximum for 3 months holiday each academic year. The dates of holiday of each student will be discussed between the parents and the Academic Board. Parents should discuss the holiday dates with the Academic Board at least 1 week before the holiday; all holidays should be approved by the Academic Board.