

Administrative Procedure 340: Attendance of Students

Administrative Procedure 340 is designed to ensure students' regular and punctual attendance, supporting their learning and academic achievement. Through collaborative efforts and proactive interventions, GSSD aims to address absenteeism and create an environment where every student can thrive.



Supporting Attendance:

- GSSD prioritizes students' regular attendance as it directly impacts their learning and achievement.
- Clear communication channels are in place for parents/guardians to notify schools in advance of unavoidable absences.

Monitoring and Follow-Up:

- GSSD tracks and record attendance daily, intervening when absences exceed 10% to understand underlying reasons.
- Monthly communications keep parents/guardians informed about student attendance status and any necessary interventions.

Intervention Strategies:

- For students with chronic absenteeism, GSSD implements personalized intervention plans involving meetings with school personnel and possibly outside support agencies.
- GSSD's goal is to collaboratively address attendance issues and provide necessary supports to ensure student success.

Withdrawal Procedures:

- In extreme cases where attendance significantly impacts academic performance, GSSD may withdraw a student from a course after exhausting other intervention options.
- Withdrawal decisions are communicated transparently, and alternate placements are considered for students returning after extended absences.