



KOTHARI INTERNATIONAL SCHOOL

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IB School Code - 063413 | Cambridge Reg. No. - IN427



KIS/CAM/IB/JULY/2026-27/009

Date: 08/07/26

REVISED ATTENDANCE POLICY FOR ACADEMIC YEAR 2026–2027

Dear Students, Parents and Guardians,

We would like to bring to your attention an important update to the school's attendance requirements, effective from the commencement of the academic year 2026–2027. Regular attendance is integral to academic progress and examination eligibility. Kindly review the revised policy in its entirety.

1. Attendance Policy — Three-Tier Framework

Attendance Level	Status	Action / Remarks
85% and above	Eligible	Student is permitted to sit the final examination without condition.
75% – 84%	Conditional Eligibility	Student must submit valid medical records and official medical certificates to the school office. Documentation is mandatory for consideration.
Below 75%	Referred to SLT	Each case will be reviewed individually. The final decision shall rest entirely at the discretion of the Senior Leadership Team.

2. Important Notes

- Attendance is calculated based on all scheduled school days and timetabled lessons.
- Students falling in the 75–84% band must submit all supporting documentation to the school office **no later than four (4) weeks before the commencement of final examinations**.
- Medical documentation must be issued by a registered and licensed medical practitioner.
- Decisions made by the Senior Leadership Team are final and binding.
- Parents and guardians are encouraged to monitor their child's attendance regularly via the school's portal.

We trust that all students and families will adhere to this policy. Your cooperation is greatly appreciated in maintaining the high academic standards of our school.

Warm Regards

Ms. Geetanjali Diwan

Head of School-IB & Cambridge

