

Section:	Curriculum & Instruction
Policy:	6.10
Revised:	2020
Approval:	

6.10 Attendance Policy

1. Rationale

Faithful attendance at school is necessary both to obtain the maximum benefit of the education provided and to meet the requirements of the law. Self-discipline in this area is expected of all students in all grades. Unnecessary absences or repeated tardiness is a discourtesy to fellow students and the teachers and places an additional burden upon teachers to provide make-up work. The school provides lengthy holidays during the summer, at Christmas time and in mid- March, during which time families should plan their vacations. During the school year, parents are to encourage and ensure the punctual and regular attendance of all their children at school.

2. Policy

- 2.1. Some absences from school for all or part of the school day shall be recognized as unavoidable and therefore "**Excused**" upon receipt of note or phone call from the home. Teachers are expected to assist students in whatever way possible to make up work that was missed during their absence. Examples of **Excused** absences are the following:
 - 2.1.1. Personal illness, injury, or doctor appointments that cannot be scheduled after school hours.
 - 2.1.2. Death in the family.
- 2.2. Some absences are avoidable and will be considered "Unexcused." Examples of
- 2.3. unexcused absences include the following:
 - 2.3.1. Shopping, haircuts, etc.
 - 2.3.2. Baby-sitting, part-time jobs, helping at home.
 - 2.3.3. Recreation.
 - 2.3.4. Family vacation
- 2.4. The Office Manager will account for all absentees during the day and provide a record for the Principal. When a student returns to school after an absence it is necessary that an explanation be communicated to the school indicating 1) the student's name 2) the date or dates of absence 3) reason for absence 4) parent's signature
- 2.5. Students who miss exams should write the exam on the first day of their return to school. A teacher may assess a 10% penalty on tests missed for unexcused absence or if arrangements have not been made with the teacher involved.
- 2.6. Students who miss instruction classes (for any reason) shall be responsible for assignments and submit them to their teachers for evaluation as soon as possible.
- 2.7. Application to excuse an otherwise unexcused absence should be made in writing to the Principal at least four weeks prior to the beginning of the absence. In excusing an absence for other than the reasons noted above, the Principal in consultation with the classroom teacher(s) shall take into consideration the following:

- 2.7.1. The age and achievement level of the children
- 2.7.2. The probable impact on the children's academic progress
- 2.7.3. The possible educational benefits to be gained from the absence
- 2.7.4. The impact of the absence on the classroom
- 2.8. Unexcused absences will be dealt with as follows:
 - 2.8.1. The first unexcused absence will require the Principal to contact the parents.
 - 2.8.2. The second unexcused absence will result in a letter being sent to the parents reminding of the school's attendance policy.
 - 2.8.3. After seven unexcused absences the student will be placed on probation.
- 2.9. Students who miss more than 20% of their coursework will not be awarded final grades or credits.
- 2.10. Student absences that affect government funding, will result in charges made to the student's tuition account. Designated Special Education funding and services will be redirected.
- 2.11. A student who is present for at least half of a morning or afternoon will be marked as present for that half day.
- 2.12. After six lates, the student's parents will be contacted and reminded of the school's attendance policy.
- 2.13. After twelve lates, the student will be placed on probation. Probation gives the student/parent a final opportunity to correct a serious problem. If the student does not improve to a satisfactory level the consequences may be expulsion or forced withdrawal from the school.