



Attendance and Punctuality Policy

Students Absence

Daily attendance and active participation are essential to the learning process. We expect students to be in class and involved in their learning. Toward this objective, teachers are required to keep up to date attendance for each student. **Attendance and participation affects student learning.**

Should a student's irregular attendance pattern affect progress toward meeting class / subject expectations, such condition will be brought to the attention of the principal. The student will be counseled, and the parents will be notified. If necessary, a parent-student-administrator conference will take place to establish expectations. Poor attendance will affect participation grades.

General Rule

Attend daily! Punctuality is a critical requirement for success.

Absence Notification

Regular school attendance is a necessary part of a student's education. Excessive absence impairs a child's educational progress and can impact whether the child passes or fails a grade. More than 30 absences during a school year is considered excessive.

High School students must not exceed the 30 days of absence in order to fulfill graduation requirements.

When a student is absent from class, the school **Must** be formally notified. The parent or guardian should call the reception desk before 10a.m. on the day of the absence. If an absence is **Not** notified verbally certain steps will be taken.

1. On the first day back, prior to going to class the student **Must** present a formal documentation to the receptionist stating the cause of absence (signed by the parents).
2. Failure to bring such a note or other documentation shall result in an automatic unexcused absence. **Students will not be allowed to make up work missed.**
3. The student will then be handed an "**Admit Slip**" which he / she will present to the teacher in order to attend class.

4. After 3 unexcused absences, students will not be allowed into class and a parent's meeting will be held with the school principal.

Prolonged Absences

In case of absences known in advance (prolonged absence), parents must submit a request which has to be approved by the Principal one week prior to the absence.

Types of Absences

Excused Absences

- These include
- Personal illness
- Illness of an immediate family member
- Death in the family
- Religious holidays of the student
- Special events, including but not limited to, important public functions, student conferences, student national sports competitions, as well as exceptional cases of family needs. Students must get permission from the principal at least five days in advance.
- Students having or suspected of having a contagious disease or infection are not allowed to return to school until they no longer present a health hazard.

In case of excused absences, the student must:

- Submit a medical note in case of illness more than 3 days
- Inform teachers of planned absences at least two days in advance.
- Be responsible for all the work and assignments missed during the absence.
- Complete work within a reasonable time as determined by the teacher after the student returns to school.

Unexcused Absences

- If an absence is not reported or no valid reason is provided, the absence is marked as 'unexcused' and will appear as such on the student's records until the school is notified otherwise.
- Absences for reasons such as oversleeping, family commitments, lack of transportation, or similar, will also count as 'unexcused'.
- Teachers are not expected to make additional planning arrangements for students who miss school because of unexcused absence.

In case of unexcused absences, the student must:

1. Be responsible for completing all course work and turn it in to the appropriate teacher independently.
2. Have one day to complete the work for each day the student is absent and may only earn up to 50% credit

Tardiness Policy

- All students arriving after 8.00am are considered 'late'
- Students arriving late must present to the teacher a 'late slip' from the **Reception**
- The **relevant office** is responsible for contacting parents of students with more than 5 instances of tardiness.
- Heads will contact parents after 8 tardies

Always Be On Time. Avoid Lateness!
After 8 is Late!!

Excuses for Being Late

- Student brings a written note by parent to the front office to excuse lateness.
- This process allows the school to confirm that a parent/guardian is excusing the student's tardiness. Failure to follow this process will result in an unexcused tardy for the student.
- Excessive tardiness will result in administrative review by the Principal.