

Attendance/Absence Policy

Policy Statement:

As per expectations articulated in ADEC policy #54 *Attendance* and #55 *Absence*, Maplewood International School is committed to supporting students and families in maintaining acceptable school attendance that enables every student to gain access to the curriculum and subjects taught. The goal of the policy is to realize punctual and regular attendance for every child. The policy implementation will ensure that all attendance data is accurately recorded and properly communicated.

Definitions:

1. **Attendance** refers to the total number of school days attended by the student during the school year based upon the school calendar.
2. **Absence** refers to the days when students fail to attend school. Absence rates above 10% are considered causes for concern.
3. **Authorized Absences** include illness, death, doctor's appointments, official community tasks and mandatory appearances before an official body, urgent family travel for medical reasons or family tragedies.
4. **Unauthorized Absences** include shopping trips, unnecessary travel, and other types of absences not included in the authorized absence list.
5. **Truancy** refers to all absences over 10% unless otherwise explained by unavoidable authorized absences.

Policy Expectations:

Students are expected to attend school on every school day as specified in the school's calendar.

Students shall arrive at school punctually every school day, attend morning assembly, and attend classes on time.

Procedures:

1. The principal will:

- a. At the beginning of the school year, provide Parents/Guardians with a copy of the school's approved attendance policy and the school calendar.
- b. Ensure the school's attendance policy is implemented and adhered to.
- c. Ensure that the school is maintaining accurate daily attendance data for each student, including timely or late arrival to school.
- d. Ensure effective administration of student attendance and the daily recording attendance for all lessons.
- e. Provide clear information regarding the consequences of poor attendance to parents/guardians, students, and school staff.
- f. Implement and supervise the procedures for dealing with poor attendance and/or tardiness.
- g. Recognize students during morning assembly (bi-weekly) with exemplary attendance records.

2. Teachers will:

- a. Maintain a record of attendance and punctuality by student for every lesson.
- b. Work with the school reception to ensure the accurate recording of student attendance and punctuality in accordance with the school's procedures for recording attendance and punctuality.
- c. Support students in completing assignments missed during acceptable absences.

3. Parents/Guardians will:

- a. Make every effort to ensure that their children attend school every school day and arrive on time.
- b. Inform the school early for any and all absences and provide the school with a reason for the absence.
- c. Seek to ensure that family vacations coincide with scheduled school vacations as per the school calendar.

4. The school's reception will:

- a. Assist parents and teachers in maintaining an accurate and timely record of student attendance, absences, and lates.
- b. Communicate with parents any student absences by way of an SMS by 9:00 each morning.
- c. Alert the school counselor of all unexplained absences (that remain unexplained following an SMS message to the parent) in excess of two days.

5. The School Counselor will:

- a. Contact parents to discuss all attendance concerns regarding students.
- b. Contact parents to confirm unexcused absences in excess of two days.
- c. Track student absences and follow up on all students with over 10% absences.
- d. Refer students to the division coordinator or vice principal for level two and three interventions, respectively, as per the school's discipline policy for unresolved school absences over 10%.