

COMPREHENSIVE ATTENDANCE POLICY
FOR
All Saints Catholic Academy

- Statement of objectives to be accomplished

All Saints Catholic Academy establishes this policy to ensure the maintenance of an adequate record verifying the attendance of all children at instruction in accordance with Education Law Section 3205. The policy is designed to ensure sufficient pupil attendance at all scheduled periods of actual instruction or supervised study activities to permit such pupils to succeed at meeting the State learning standards.

- Description of the specific strategies to accomplish each objective

- Attendance will be taken at the beginning of each school day prior to the first period of instruction (Grades Nursery - 8).
- Attendance will be taken at the beginning of each scheduled class period when pupils move freely between classes (Grades 5-8).
- Attendance will be taken on class and/or school field trips

- Determination of the kinds of absences, tardiness and early departures that will be excused and those that will not be excused; and a list of excused and unexcused absences and tardiness to illustrate each

- A pupil is considered absent if not present when attendance is taken.
- A pupil who arrives after the time fixed by school policy for the beginning of the morning or afternoon sessions is tardy
- A pupil is absent for part of day if present when attendance is taken and then leaves school.
- Incidents of absence, tardiness and/or early departures will be classified as either excused or unexcused. An excused absence/tardiness is one recognized by the Education Department and the school administrators as valid and unavoidable. An unexcused absence/tardiness/early departures occurs when the reason offered does not show unavoidable circumstances or necessity.
- Truancy is the willful violation by a student of the compulsory attendance provisions of Education Law.

Excused	Unexcused
The following reasons for absence/tardiness/early departures may be considered excused.	The following reasons for absence/tardiness/early departures would ordinarily be considered unexcused.
<ul style="list-style-type: none"> • illness with written excuse from parent/guardian or doctor • scheduled medical appointments • sickness or death in family • day of religious observance • court appearance • bad weather / impassable roads • district bus problem • family emergency • high school visits 	<ul style="list-style-type: none"> • family day trips or vacations • music or sporting events • didn't have a ride / missed bus • truant • other personal reasons • undocumented illness (no written excuse)

- Description of the coding system used to identify the reason for pupil's absence, tardiness or early departure, recorded in the register of attendance

The following coding will be used. Marginal notations may be made for clarification.

Category	Code--excused	Code--unexcused
Absent	AM (medical/sick) AF (family death/illness/emergency)) AL (legal reason) AE (educational program or college visit) HE-Absent half-day excused	AO (family approved) AU (truant) AS(suspended) HU--absent half-day unexcused
Tardy	TM (medical/sick) TF (family death/illness/emergency) TL (legal appt) TE (educational program or college visit)	TO (family approved) TU (truant)
Early Dismissal	DM (medical/sick) DF (family death/illness/emergency) DL (legal appt) DE (educational program or college visit)	DO (family approved) DU (truant)

- Description of All Saints Catholic Academy's policy regarding pupil attendance and a pupil's ability to receive course credit

All Saints Catholic Academy recognizes the important relationship between class attendance and pupil performance. Regular attendance is a critical factor in school success for pupils. Consequently, each marking period a pupil's final grade will be based on homework, tests, papers, projects, etc. Pupils are expected to attend school on a regular daily basis. Pupils who are unable for whatever reason, except family vacations, to attend school on a given day may arrange with their teachers to make up any work missed. It is the responsibility of the pupil and parent to consult with their teachers regarding missed work. Teachers are not required to give make-up tests or assignments for absences due to vacations or unexcused absences. In addition, no assignments will be given in anticipation of a vacation. Therefore, both pupils and their parents must view regular attendance as the most effective way of meeting course requirements. Course credit is awarded based on satisfactory completion of course requirements. It is the responsibility of the parent to notify the school administration of an attendance concern.

- Description of incentives to be used to encourage pupils to attend school and disciplinary sanctions to be used to discourage unexcused absences, tardiness and early departures

All Saints Catholic Academy has identified the following incentives and sanctions that will promote regular attendance. These are particular to the school and will include parental consultation when warranted.

Suggested Incentives	Suggested Sanctions
<ul style="list-style-type: none"> • Parents/Guardians of students who are absent or late for ten days of school will be invited for a conference with the school administration. • The school will establish a policy to recognize <u>perfect</u> attendance. 	<ul style="list-style-type: none"> • The absence/tardiness could preclude participation in extra-curricular activities on that day. • A parent/student conference would be required. • An erratic or irregular attendance pattern

puts a student in jeopardy of retention in the grade.

- Description of the notice to be provided to the parents/Guardians of a pupil who is absent, tardy or leaves school early without an acceptable excuse

Parents/Guardians of a pupil who is absent, tardy, or leaves school early without an acceptable excuse will receive written notification through the office of the principal. Such written notification may include:

- pupil's name and grade level
- date of occurrence
- portion of day and/or class (es) missed
- date of previous notice(s), if any
- name and address of person to whom the notification is sent
- date of the notification

Sample notification (school letterhead)

- 1st Notice (date) _____
- 2^d Notice _____
- 3rd Notice _____

Date _____

To the parent/guardian of _____ Class _____

Address _____

RE:

- Absence: Date(s) _____
- Tardiness: Date(s) _____
- Absence for part of school day: Date(s) _____

Parent (or Guardian) must provide the school with written notification for a child's absence and/or tardiness. Please fill in the information below and return this letter to the school office immediately.

Student's Name

Student's Class

Dates of absence (or tardiness) _____

Reason for absence (or tardiness) _____

Signature (parent or guardian)

- Description of the process All Saints Catholic Academy will use to develop specific intervention strategies to address attendance problems

When a child has been absent, the school must require a written excuse from a parent. These notes must be kept on file for one year. If a pupil is absent without an excuse, or if the school has reason to suspect the validity of the excuse, the principal should investigate the situation. When persistent attendance patterns or problems are identified, the principal will initiate a conference with teachers and parents to begin to address the root causes for poor attendance. The principal, along with classroom teachers, will work with parents to find ways, such as behavioral contracts and positive reinforcement, to foster better family relationships and improve pupil attendance. Where necessary, they will help parents identify ways to set appropriate limits. In cases where these strategies are not sufficient to bring about change, referrals to outside agencies may be made. For very serious situations, involvement of Family Court through a Person in Need of Supervision (PINS) petition or referral to Child Protective Services may be considered.

- It is the responsibility of the teacher to make the parents and administration aware of any attendance problems
- Notification form will be sent to parents when proper excuse has not been provided.
- After ten days, parents will be asked to come in for a conference to address attendance concerns.
- The building principal and administrative assistant will be responsible for:
 - reviewing attendance records
 - initiating appropriate action to address unexcused pupil attendance according to the comprehensive attendance policy
- Under powers delegated to the principal by the pastor or regional school board, the principal has full charge of the internal administration of the school.
- The principal may designate a school administrator or teacher to assist with implementation of the comprehensive school attendance policy. Such designee will be identified for the beginning of the school year.
- The principal and/or designee will review attendance data to look for patterns of unexcused absences and will initiate interventions to reduce such unexcused absences.
- An individual in the school is to be identified as the one responsible to identify and follow up on attendance concerns
- School policy will include guidelines for teachers and for the school nurse
- Parents will receive a plain language summary of this policy at the start of the school year in the Parent-Student Handbook;
- At the beginning of each school year, this policy will be explained and the parents' responsibility for ensuring their child's attendance will be emphasized; and,
- School newsletters and web pages will include periodic reminders of the components of this policy.