

**COMPREHENSIVE ATTENDANCE POLICY  
FOR  
OUR LADY OF PROVIDENCE SCHOOL**

Our Lady of Providence School 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.

- Attendance will be taken at the beginning of each school day prior to the first period of instruction.
- Attendance will be taken at the beginning of each scheduled class period when pupils move freely between classes.
- Attendance will be taken after the pupils return from lunch
- Attendance will be taken on class and/or school field trips

EXAMPLES OF EXCUSED AND UNEXCUSED ABSENCES. (Refer to Student Handbook p2 and 3).

- 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 late.
- A pupil is absent for part of day if present when attendance is taken and then leaves school. If the child goes to the nurse as soon as he arrives and the nurse sends him home for his illness, the child will be marked absent.
- Incidents of absence and tardiness 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 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 or tardiness may be considered excused.	The following reasons for absence or tardiness would ordinarily be considered unexcused.
<ul style="list-style-type: none"> <li>• Sick</li> <li>• Scheduled medical appointments</li> <li>• Sickness or death in family</li> <li>• Day of religious observance</li> <li>• Bad weather; impassable roads</li> <li>• Court appearance</li> <li>• Family emergency</li> <li>• District bus problem</li> </ul>	<ul style="list-style-type: none"> <li>• Trip/vacation</li> <li>• Music lesson</li> <li>• Take Child to Work Day</li> <li>• High school visits</li> <li>• CYO trips</li> <li>• Problem with car/ride</li> <li>• Truant</li> <li>• Missed the bus</li> </ul>



Parents of a pupil who is absent, tardy, or leaves school early without an acceptable excuse will receive verbal notification from the nurse or principal.

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.

- It is the responsibility of the teacher to make the parents and administration aware of any attendance problems.
- Each day the nurse will call absentees if the parent has not already called the school.
- After the child is absent for ten days in a trimester, parents will be asked to come in for a conference to address attendance concerns.
- If necessary an outside agency/proper authority will be notified.

#### REVIEW OF ATTENDANCE RECORD KEEPING.

- 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 will review attendance data to look for patterns of unexcused absences and will initiate interventions to reduce such unexcused absences.
- The school nurse is the one responsible to identify and follow up on attendance concerns. The principal will be advised of students who have attendance concerns.
- School policy includes guidelines for parents, teachers and for the school nurse.