

## **Attendance Policy GRADE 4-12**

**Revised 2024-2025**

### **Policy Statement**

AGS is committed to the implementation of the requirements for attendance according to the ADEK Policy Manual. AGS believes school attendance is a shared responsibility between students, parents and the school. There is a direct relationship between attendance and student success, thus AGS recognizes that students enhance their learning and achieve higher degrees of success when they attend school regularly. AGS supports the principle that regular and punctual attendance contributes to the general welfare of the entire student body.

### **Duties and responsibilities according to ADEK**

By the authority of ADEK :

- Students are expected to attend school on a regular basis
- Students shall arrive at school punctually every day and attend classes on time
- Schools will maintain accurate daily attendance data for each student, including timely or late arrival at school
- Parents/Guardians will make every effort to ensure that their children attend school every day and arrive on time
- If a student is absent from school the parents/guardians must inform the school that morning or send a note the following day
- A doctor's note must be provided if an assessment is missed in order for the student to have the opportunity to participate in it upon their return
- Students are responsible for completing all assignments missed during their absence
- Parents/Guardians should ensure that family vacations take place during scheduled holidays

### **Guidelines for Managing Attendance**

1. Students are to be present and on time for the morning assembly for the reciting of the Quran and playing of the National Anthem. For 2023-24 school year, gates will close at 7:53am. Arrivals after that are considered late and will not be permitted to participate in the morning assembly.

2. Parents/guardians must contact the school on the day of the student's absence. If unforeseen circumstances prevent this from happening, the reason for the absence should be communicated to the administration in a timely manner
3. Teachers are to submit attendance records to the office on a daily basis through Power School. All absences are also recorded in eSIS for ADEK.
4. According to ADEK policy absence rates above 10% should be regarded as cause for concern. Unexcused attendance can lead to the loss of a credit. In Nova Scotia credits are based on a minimum of 110 hours of study. Loss of credit can be considered if unexcused absences total 10%.
5. School administrators are responsible for determining the validity of explanations presented to account for a student's absence.

#### Excused Absences

Absences, which may be excused for necessary and important reasons and may include but not be limited to:

- i. Personal illness (medical note may be required)
- ii. Bereavement
- iii. Quarantine
- iv. Family emergencies
- v. Observance of religious holidays
- vi. Appointments for medical and or health
- vii. Court appearances
- viii. Others as approved by administration

#### **AGS Attendance Procedure**

- All students must report to school for the morning assembly at 7:53am. Attendance will be taken. After the assembly first class starts at 8:00 am.
- Attendance will be submitted to the office through power school during first period.
- Parents are asked to email or call the school to excuse the absence. The email or call and the excuse will be recorded. If the home is not contacted the attempt will be recorded.
- Any student absent for an assessment must have a doctor's note to be permitted to make up the assessment. If there is no medical excuse or excusable absence approved by administration a zero will be given in the assessment. The instructional teacher will reschedule the assessment if the absence is excused.

- Students who arrive after the first period and are late for school must have a note from home.

### **Late Arrivals**

Students who arrive at school after 7:53am are considered late. In order to attend school for the day they must be approved by administration and receive a late slip before attending any classes. If a student is late on a regular basis the office may contact the parent/guardian to have them explain the tardiness? If a student records 5 late arrivals in a marking term they may receive a level one written student behavior warning. This will stay on the student's record. A meeting may take place with the student, parent/guardian and administration.

NEW2023-24, After the level one warning and the student continues to be late they will be placed in the detention room for their second break. This will occur for each day they are late. If the late arrivals continue and they reach a total 10, a level two letter will be sent home. If nothing changes the student may receive a two day suspension. These numbers will be renewed at the end of T-1 and T-2 for grades 4-9, and Q-1, Q-2, Q-3 for grades 10-12.

### **Tardiness during the day**

Tardiness is being late without a valid excuse for scheduled classes or routines. If a student is late for a class, they are not to be permitted into the class until a late slip is issued and recorded by administration or their designate. In cases of persistent tardiness, the school may notify the family of the student's unsatisfactory attendance and ask for cooperation in seeing that the student attends class on time. The school will keep track of all cases of tardiness and after 5 occasions' administration may send a level one written student behavior warning home. This will stay on the student's record.

NEW2023-24, After the level one warning and the student continues to be late they will be placed in the detention room for their second break. This will occur for each occasion they are late. If the late arrivals continue and they total 10 a level two letter will be sent home. If nothing changes the student may receive a two day suspension. These numbers will be renewed at the end of T-1 and T-2 for grades 4-9, and Q-1, Q-2, Q-3 for grades 10-12.

### **Early Departures**

Leaving school during the day. The student must have a written request from home. This could be an email from parents or a note, or a phone call should be made by the parent to the administrative assistant designated to their grade level. The reason may have to be approved by administration. Parents of younger students must report to reception and pick up their child. Older students may leave on their own if suitable arrangements are communicated and approved in advance. No students are permitted to leave school without permission and students in all grades must have an exit slip in order to leave the school.