



Attendance and Punctuality Policy

School Access Times:

- **6:30 AM:** The school gate opens, and teachers will be on duty to supervise students.
- **7:00 AM:** All school gates officially open for student entry through the **main reception gate only**.
- **7:15 AM:** Homeroom period/morning assembly begins.
- **7:30 AM:** The first period starts.
- **7:45 AM and Later:** Students arriving without a valid reason will not be permitted to enter and will be sent home. Parents will be contacted to ensure the health and safety of the students until they arrive home safely.

Absences:

- **Notification:** Parents must notify the registration/student affairs office before **7:30 AM** on the morning of any absence.
- **Return to School:** Upon returning after an absence, students must present a note signed by a parent or doctor detailing the reason for the absence. Notes signed by the student, even with parental permission, will be considered forgeries and will result in disciplinary action.
- **Make-Up Work:** Students are expected to complete any assignments missed and additional in-depth study as assigned by the teacher to meet subject or course requirements.

Health Care Appointments:

- Parents may pick up children for health care appointments during the school day by following the sign-out procedure in the registration office. If a student returns from a health care appointment with a note from a professional, they will not be marked absent for the day. Documentation from health professionals must be submitted to ensure accurate attendance coding.

Field Trips:

- Any absence on a field trip day will be recorded as unexcused unless the student returns with a doctor's note confirming illness. Excused absences include illness, urgent medical appointments, or a death in the family. Family trips or routine appointments should be



- avoided during school days. Students are responsible for completing all classwork and homework assignments after an absence.

Attendance Policy

Elementary School

- When an Elementary School student reaches the **5th day of absence**, a formal attendance letter will be sent home with the student. The Student Affairs office will also email a copy to the parents.
- When a student reaches their **10th day of absence**, another formal attendance letter is sent home with the student, and a copy is again emailed to the parents.
- The same procedure will be followed on the **5th day of absence**. However, before being allowed to proceed to the next grade level, the student may be required to complete the next grade level entrance assessment. The decision regarding placement rests solely with the school administration.
- After students exceed **20 days of absence**, Student Affairs will recommend to the principal that the student's placement not continue for the upcoming year. The school will issue a final "Excessive Absence Letter" to be sent home with the student, and a copy will be emailed to the parents.
- Teachers will not provide grades to students who are absent more than **25% of a trimester** (approximately 15 days); instead, students will receive narrative comments and an "X" in place of final grades.
- Absences are **not recorded as excused or unexcused**. Days absent will be reflected on the report card along with the number of days present and the total number of school days per trimester.
- Students on school field trips will **not** be marked absent.
- Students and their parents should work closely with classroom or specialist teachers to ensure that any missed work is completed as soon as possible.

Middle School

- For Middle School students, attendance records will be taken into account when reviewing promotion status.
- An absenteeism rate exceeding **15% of the trimester** (approximately 9 days) is considered excessive.
- As student absences accumulate, the school will take appropriate action to safeguard the academic integrity of the student's promotion.



- Absences are **not recorded as excused or unexcused**. Days absent will be reflected on the report card along with the number of days present and total school days per trimester.
- Students on school trips will **not** be marked absent.

Student Tardy Policy

- Students are expected to be on time for all classes and must be inside the classroom when the bell rings.
- Students arriving after **7:45 AM** are considered late and must report to the Student Affairs office to obtain a pass to enter class. The pass will be handed to the supervisor.

Tardy Consequences

1. **1st tardy:** Student may join class; verbal warning and parent notification.
2. **2nd tardy:** Student may join class; verbal warning and parent notification.
3. **3rd tardy or more:** Student sits in the supervisor's office until the period ends to avoid disrupting class.
 - **Three tardies** are counted as **one day of absence**, and absence consequences will apply.
4. **4th tardy:** Two break detentions.
5. **5th tardy or more:** Parents are called for a meeting regarding the Tardy/Attendance Policy.

Parents will be notified each time their child arrives late to school.