

## **Zainab School Attendance Policy**

Regular attendance is an important aspect of the school and needs to be emphasized as such. This document describes the action the school will take to address either tardiness or missed classes.

### **Excused absence**

Excused absences are either absences communicated a priori by the parent/guardian to either the principal or one of the teachers due to unavoidable reasons. In case of planned excuses (such as family vacations or travel out of town), the parents are required to communicate ahead of time and obtain lessons to be completed and submitted on return. In case of illness where it may not be possible to do so, the parents should contact the teachers as soon as possible to collect the lessons and make up at home. This is to ensure that the student keeps pace with the rest of the class.

### **Unexcused absence**

Unexcused absences are all absences which do not fall into the above category. The principal (or designee) will attempt to contact the parents/guardians in this case and enquire about such absences and will also attempt to work with the parents to make up the missed classes.

Repeated unexcused absences without justifiable reasons will result in the termination of the student enrollment. The principal (or designee) will make all reasonable attempts to work with the parents/guardians to accommodate any unusual requests/reasons before taking this step.

### **Tardiness**

A student shall be deemed to be present when he/she is present at the assembly. Assembly is an integral part of the curriculum and all students are required to be present at the assembly. Students missing the assembly or part/whole of any class shall be marked "Tardy". A pattern of repeated tardy behavior may be treated similar to unexcused absence.