



Rationale

Consistency in determining absences and lates within each of the Island Catholic Schools is essential for school based record keeping and auditing purposes.

Policy

In determining absences and lates each of the Island Catholic Schools will follow standard procedures, as established by the Board of Directors.

The Principal of the school is required to ensure that the approved Island Catholic Schools procedures for determining absences and lates are followed:

Excused Absences/Sickness/Medical

Short Term

1. If a student misses school due to illness these days may count as “in Attendance”. For excused absences due to short term illness a note or telephone call from parent is required.

Long Term

2. If a student misses school due to illness for a period of 10 or more days, these days shall count as “in attendance. In these cases the school shall continue to provide and supervise the student’s educational program and assess student progress as long as possible. A note from a parent will be required for a student who is away due to illness for 10 or more days.

Excused Absences/Extended Holiday

1. A holiday is considered extended when a student is absent for vacation, family visit, etc. for one or more regular school days. If a student misses school due to an extended holiday they shall be expected brief the school, make a presentation or, *complete assigned work*. These days shall count as “in attendance”. In the case of an extended holiday the school shall continue to provide and supervise the student’s educational program and assess student progress as long as possible. A note or telephone call from a parent will be required for a student who is absent due to an extended holiday.

Unexcused Absences

Lates

1. If a student skips school, these are considered unexcused absences and **do not** count as “in attendance”.



Lates/Excused

1. A student who arrives to school late due to a medical or other appointment, sickness, inclement weather, or emergency shall be considered as an "excused late" and in attendance.

A note or telephone call from a parent will be required for a student who is absent due to a medical or other appointment, sickness, inclement weather or emergency.

2. A student who arrives at school less than 30 minutes after the start of school shall not be considered late.

Lates/Unexcused

1. Notwithstanding the above, a student who arrives to school more than 30 minutes after the start of the school day shall be considered late.

Reference:	Approved
	Date Approved: September 2007
Cross-reference:	Date(s) Revised: