**Policy: Absence**

**Introduction:**Absencerefers to the days when students fail to attend School. A student who does not miss a single class throughout the year is said to have a 0% absence record or a 100% attendance record. Absence rates above 10% should be regarded as a cause for concern. Authorized absences are to be distinguished from unauthorized absences or truancy.

**Rational:**• To encourage students to attend all classes in a timely manner, so that they maximize the educational benefit of being in Elite APS.  
• To ensure that unauthorized absences are dealt with firmly and effectively.  
  
**Policy Statement:**

The policy highlights the need for students to be punctual and regularly attend School and all lessons. Schools shall seek to achieve low absence rates by:  
• Following up on all unexplained absences immediately.  
• Providing a safe, caring and engaging learning environment that encourages and stimulates students.  
• Recognizing and rewarding excellent or improved student attendance.  
• Implementing strategies and programs to address attendance problems for individual students.  
• Providing clear and specific information about the rules and consequences of poor attendance to Parents/Guardians, students and School staff.

***Types of Absences  
Authorized Absences***The following types of absences may be regarded as authorized when confirmed by a signed letter from Parents/Guardians or by way of official documents:  
• Illness.  
• Death of first or second degree relative.  
• Scheduled doctor appointments.  
• Official community task.  
• Mandatory appearance before an official body.  
• Essential urgent family travel for matters such as medical treatment or the death of a family member.  
  
***Unauthorized Absences***The following types of absences are to be regarded as unauthorized:  
• Shopping trips.  
• Unnecessary travel.  
• Other types of absences not included in the authorized absences list.  
Students are considered to be truant if they are absent from School without their Parents’/Guardians’ knowledge or consent, or if Parents/Guardians have colluded with the student so that they are absent without authorization. Truancy is an unauthorized absence, and Schools must immediately inform the student’s Parents/Guardians of incidents of truancy and shall hold discussions with them and the student and closely monitor the student’s attendance. If an absence is authorized, the student has the right to make up the work and tests that were missed. If an absence is unauthorized, the School will agree with the Parents/Guardians on the appropriate course of action pending completion of the investigation into the circumstances surrounding the absence. School administration will excuse students for being late in the morning during days with adverse weather conditions (e.g. heavy fog). Parents/Guardians who plan to have their children miss several days of School are required to notify the School at least ten days before the anticipated absence, in order to allow teachers time to prepare the list of assignments that will be missed during the absence. The student or Parent/Guardian shall be responsible for contacting the School administration to learn of all assignments and tasks given to the student. These assignments must be completed by the student and returned to the relevant teachers either before leaving or shortly after returning from the absence.  
  
**ROLES AND RESPONSIBILITIES:**

**Principal** will:  
- Develop, implement and regularly review the School’s policies and procedures for promoting good attendance.  
- Follow up on repeated absence, including truancy, and ensure full compliance with the Ministry ’s requirements.  
- Provide clear information about the consequences of poor attendance to Parents/Guardians, students and School staff.  
- Ensure that the School’s policies and procedures for promoting good School attendance are implemented and adhered to.  
- Ensure effective administration of student attendance and recording daily  
attendance at School and at all lessons.  
- Set procedures for dealing with poor attendance and tardiness.  
- Regularly report to the relevant Ministry instructions on student attendance.  
- Address and limit excessive absences including truancy, as per the Ministry’s requirements, and seek to identify the root causes of such behavior.