

DIVISIONAL ATTENDANCE POLICY **(JEE-R) SENIOR YEARS ATTENDANCE**

PHILOSOPHY

Each student will be held accountable for regular attendance with the view that good attendance:

1. Enhances learning and achievement.
2. Improves self-esteem.
3. Improves opportunities for future choices.
4. Improves opportunities for employment.
5. Develops a pattern of behaviour, which will stand the student in good stead in the future.

RESPONSIBILITY

1. Student: It is the responsibility of the student to maintain regular and punctual attendance.
2. Parents/Guardians: It is the responsibility of the parent or guardian to contact the school office by telephone or note prior to each absence.
3. School: It is the responsibility of the school to monitor attendance, to record attendance and to notify parents and students of unacceptable attendance patterns.

EXCUSED ABSENCES:

School administration may grant excused absence status for student illness, religious holidays, family emergencies and other special circumstances as arranged and confirmed beforehand by the parent or guardian with the school office.

UNEXCUSED ABSENCES:

All absences will be considered unexcused if the office has not received contact from the parent or guardian. Unexcused absences are unacceptable and action will be taken after each unexcused absence. After a maximum of four (4) unexcused absences in a semester (generally two unexcused absences per term) students will be required either to withdraw from the course or to commit to an attendance performance contract. Further unexcused absences by students over the compulsory school attendance age will result in removal from the course

MAXIMUM ABSENCES

Total periods of absence (excused and unexcused) within each course must not exceed 10% of available instructional periods for that course. Students who exceed this maximum may be placed on course audit status (no credit), may have the course final examination privileges withdrawn, or if beyond compulsory school age, may be required to withdraw from the course. The school administration may extend this limit in individual situations due to exceptional circumstances (e.g. medical reasons...).

MINIMUM COURSE LOAD:

Students who are of compulsory school age must be fully time tabled. All Grade 9 and 10 students will be fully time tabled.

All other students will be required to maintain active status in an average of at least three (3) credits per semester during any one school year. Any deviation from this requirement requires approval of the principal.

