



NEW YORK
ACADEMY

NYA ATTENDANCE AND TARDINESS POLICY

RATIONALE

New York Academy seeks to provide an enriched learning environment with a developmentally appropriate program at each level. We believe that learning is not an individual pursuit. Our teachers design learning engagements and students take part in class discussions, group activities, partner work, as well as individual work right from the start of the day. Thus, student attendance and timeliness are vitally important. Students who are absent, tardy or leave early miss significant learning opportunities and routines that contribute to their overall experience at school.

Excessive absenteeism and tardiness may impede progress to an extent that the student's enrolment status for the next year could be affected.

Therefore, the following guideline exists:

- Students who miss more than 7 days of the school year 'unexcused' may be asked to repeat the grade level.
- Students who miss more than 20 days of the school year with a combination of 'excused and unexcused' absences may be asked to repeat the grade level.

Unexcused absences include:

- Anytime a parent has failed to notify the school regarding the reasons for a child's absence.
- Anytime a parent requests extra days for a school vacation (i.e. if the Winter Break is ending on January 5th and your child does not return to school until January 15th, then these are counted as unexcused days).
- Sickness without a medical certificate (for children who have already missed 5 days in one school year due to being sick).

Please note: The notification to the school MUST happen the day of the absence or within 3 days if there are circumstances preventing a fast notification. If this is not done, the school will automatically count the day(s) as unexcused absences.

Excused absences include:

- Anytime the parent provides a logical explanation for a child's absence (i.e. sick, doctor visit, death in the family, etc).
- Anytime a parent has gained pre-approval leave for days off due to a special family event or important gathering (such as; weddings, funerals, or religious events). The Principal must sign-off on the request BEFORE the days off occur.
- Anytime the child or family has an emergency (such as hospitalization, house fire, loss of transportation).
- Sick days lasting under 5 days total for the entire school year. If a child has more than 5 sick days in one school year, the parent must provide a supporting medical certificate clearly noting the day(s) of absence as well as details of the reason for the absence(s).
- School field trips
- ILP assessment testing
- School sporting games/trip

For students who exceed the above mentioned percentage of absences:

Parents are required to meet with an academic committee consisting of the Principal, Assistant Principal, Coordinator, and concerned teachers who make the final determination as to the repetition of a grade level.

Tardiness:

Tardiness is defined as any arrival time in the classroom that falls after 9:00 a.m. Dropping a child at the school entrance at exactly 9:00 a.m. may not allow them time to arrive in class on time. To be safe, please arrange to drop off your child BEFORE 9:00 a.m.

Students who are tardy for class or for school miss important announcements from homeroom teachers, the beginning of lessons, and are not generally as engaged in the entire class period. Therefore, once a student accumulates three tardies it will equal one full day unexcused absence.

Students who come late to school after the scheduled lunch time will be marked absent for the day.

PROCEDURES

Absence:

If a student knows in advance that he/she will be absent from school, the parent should notify the homeroom facilitator via email before 7am.

If a student is absent for medical reasons, a medical certificate must be presented to the homeroom teacher on the day that the student returns to school.

Tardiness:

If children arrive at school after 9:00 a.m. they will need to get a tardy pass from the front desk before going to their class. The teacher will collect the tardy pass and he/she will update the attendance record. Three tardies result in one unexcused absence.

Early departure:

Early departure from school may be counted as an absence from school, UNLESS:

- The early departure is due to a pre-existing condition that is documented through the ILP process.
- A student has gained approval for an excused early departure due to doctor appointment.
- A student has a family emergency.

Approval can be given by the Principal or Assistant Principal. Students and/or the parent must then bring the "Permission to Release" form to the homeroom teacher.