



# THE OXFORD SCHOOL

## Attendance Policy

It has been established through extensive research that few factors within students' and families' control are more closely associated with academic success than school attendance. Students need to be in the classroom to benefit from the teacher's guidance and from interaction and exchange of ideas with peers.

Excessive absences affect the culture of the classroom, where the faculty seeks to build a community of learners. A student's excessive absences or tardiness can lead to incomplete and unsatisfactory work, a reduced capacity to meet curricular standards, and lower course grades.

Parents/guardians are partners with the school and faculty in assuring that students have good attendance and arrive in class on time. Parents determine when an absence should be excused, and should call in those absences prior to the absence or by 8:30 a.m. of the day on which the student is absent.

The Oxford School keeps accurate records of student attendance and will communicate promptly and consistently with parents/guardians regarding attendance issues.

This attendance policy is designed to foster a culture of learning in the School.

This policy:

- Establishes firm expectations that on-time school and class attendance are important in sustaining the learning environment and in meeting individual learning needs.
- Provides significant flexibility to accommodate legitimate absence or lateness with a minimum of administrative procedure.
- Assures the timely flow of information from parents to school and from school to parents about attendance at school and in class so that both can work to improve a situation before a student's education suffers.
- Clearly defines the responsibilities of students, educators, and parents regarding absences, tardiness, and dismissals.

### Key Points

- ❖ Students should be in school every scheduled day.
- ❖ Except in the case of excused late arrivals and early dismissals, students must be present in school from 7:35 AM to 2:00 PM, or to 4:00 PM to be eligible to participate in any extracurricular activity offered by the school that day.
- ❖ Students are expected to attend every class.



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- ❖ Recognizing that there are legitimate and unavoidable reasons for absence, parents/guardians may call in to the School to excuse a student's absence. **To excuse an absence, the parent/guardian must call the School office prior to the end of the school day on which the student is absent. If an absence is not called in by 9:00 am, the absence is considered unexcused.**
- ❖ The parent/guardian must leave a return telephone number, and a reason for the absence. No one except a parent or guardian may excuse an absence for a student.
- ❖ All absences for school-sponsored field trips are considered unexcused except allowed by the school.
- ❖ When a student comes to class more than ten minutes after formal instruction has begun, she/he is considered absent.
- ❖ Attendance for all students is mandatory on all the days the school is declared open.

## **Excused Absences:**

- Students are responsible for make-up work associated with excused absences. In addition to their availability during the school day, faculty members will establish a time before or after school when they are available to assist students with make-up work. If students are unable to come at this designated time, it is their own responsibility to arrange a time to collect make-up assignments from their teachers, and to turn them in. If a student is absent, make-up work must be turned in within one week of his/her return.
- If a student is excused for an extended period, the teacher shall determine an appropriate and reasonable time - frame for make-up work.
- Teachers will make reasonable efforts to help students make up missed work, but students, parents and guardians must understand that time lost from class is irretrievable. The more often a student is absent from class, the greater the likelihood that his or her learning and grades may suffer.
- TOS will notify parents/guardians when a student has excused absences of more than 2 in a Term and a meeting may be arranged. Parents/guardians need not wait until for a call to set up a meeting. They are encouraged to contact their child's teachers or supervisor regarding concerns about their child's attendance.

## **Unexcused Absences:**

When in school, students are expected to attend all classes and assigned meetings unless excused by an administrator or the nurse.

- If a student is in school, fails to attend a class, and does not have such an excuse, the absence is unexcused and appropriate action will be taken.



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- If a student arrives more than 10 minutes late to a class, the tardy converts to an unexcused absence.
- If a parent fails to call a student in by 11:00 p.m. on the day of an absence, the school will classify the absence as unexcused.

Parents/guardians will be called for explanation if a student has an unexcused absence.

## **Tardiness:**

If a student arrives later than 7:35 am, they are considered late. He/she has to take a late slip from the reception without which he/she will not be permitted to enter the class. A verbal warning will be given to the student the first time the student arrives late and it will be mentioned in his/her diary along with the time of arrival. The second late arrival will mean that a note in the diary will be sent to the parent/guardian. A warning letter will be sent the third time the student is late. The next late arrival will mean **suspension for a day**. If the student arrives late even after this, then the school will take appropriate action that might be expulsion from school.

If a student arrives at class late and after formal instruction has commenced, she/he is late. Teachers will inform students when they are late, and may assign teacher detentions. Parents/guardians will be notified of academic consequences to be imposed for additional tardies eg deduction of merits, non participation in activities etc. In addition, for the second and subsequent late comings, students will be referred to the office for disciplinary consequences.

## **Excused Late Arrivals and Early Dismissals:**

- If students have doctors' appointments or other obligations that require them to arrive late at school, the parents/guardians may call prior to the student's arrival at school to excuse the late arrival. Upon arrival at school, students should check in at the office to receive permission to go to class.
- Once the school day has begun and a student is in attendance, she/he may be dismissed via a parent/guardian phone call. Early dismissal phone calls must be received prior to the student's departure.
- If the school does not receive timely notification of a late arrival or early dismissal, the student's absence from any classes will be recorded as unexcused.
- If the parent/guardian notifies the school, the student may return to school for a portion of the day after a dismissal. If the returning student will be entering a class late, she/he should check in at the office to receive permission to go to class.
- It is the student's responsibility to follow up with the teacher regarding missed work if she/he has missed a class due to a dismissal.



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This Policy is reviewed by the Senior Management Team. It will be next reviewed in August 2018.