



Student Attendance Policy SY 2023-24

The purpose of this attendance policy is to establish clear guidelines for excused and unexcused absences in our school. Regular school attendance is essential for student success, and this policy aims to support students' educational growth while ensuring compliance with state attendance regulations.

Excused Absences:

1. **Illness:** Absences due to illness or medical appointments are considered excused. A written note from a healthcare provider may be requested for prolonged illnesses.
2. **Family Emergencies:** Absences related to family emergencies or bereavement are excused. Please notify the school as soon as possible in such cases.
3. **Religious Observance:** Absences for religious observances such as Hajj or Umrah are excused when advance notice is provided to the school.
4. **Medical Appointments:** Absences for medical appointments, therapies, or treatments are excused when prior notice is given to the school, and a medical note is provided if necessary.

In the event of an excused absence, the teacher will provide the student with missed study and classwork materials and will grant an extension for assessments and assignments due. The student and parents are responsible for learning any material missed during the absences using the resources provided by the teacher. The teacher will provide guidance to the students based on his/her availability. All class assignments are always uploaded to Gradelink regardless of attendance.

Unexcused Absences:

1. **Non-Medical Family Trips:** Absences for family trips or vacations are considered unexcused.
2. **Truancy:** Any absence not covered by excused reasons and not reported by a parent or guardian will be marked as unexcused.
3. **Tardiness:** Repeated and unexcused tardiness to school may be considered unexcused absences.



In the event of an unexcused absence, the teacher will not be responsible for providing the student with assignments ahead of time. Any tests or assignments given during the unexcused absence period will result in “AB” or 0 grade for the student. It is up to the teacher’s discretion to allow extensions for missed assignments in this situation. All class assignments are always uploaded to Gradelink regardless of attendance.

Notification Procedures:

1. Parents or guardians are responsible for notifying the school as soon as possible when a student will be absent.
2. In the case of extended medical absences, parents or guardians should provide a written note from a healthcare provider within three days of the student's return to school.
3. For planned trips or vacations, parents or guardians should submit a request at least two weeks in advance to the school office. Please note that planned absences are not considered excused if they do not meet the guidelines above.

Consequences for Excessive Unexcused Absences:

1. Excessive unexcused absences may result in mandatory meetings with school administration to address attendance concerns.
2. Continued unexcused absences may lead to interventions, including referral to the school's administration or involvement of appropriate authorities as required by state law.

We appreciate your understanding and cooperation in upholding our school attendance policy to ensure positive educational outcomes for our students, in sha Allah.

Jazakum Allahu Khayrn,

The Pearls Academy Administration