



ARBOR PRIMARY ATTENDANCE POLICY

The primary goal of Arbor's attendance policy is to ensure a positive and effective learning environment for all students.

Regular attendance is crucial for academic success, as it directly impacts a student's ability to participate in and benefit from the learning process. It is essential for academic success, social development, and the overall well-being of each student.

Attendance Expectations:

Students are expected to attend all scheduled classes and other educational activities.

Parents/guardians are responsible for ensuring that their child attends school regularly and punctually.

Reporting Absences:

Parents/guardians must notify the school as soon as possible in the event of a student's absence. This notification should include the reason for the absence. Absences can be reported via a phone call to the office, a message to the teacher or an email to the school.

Excused and Unexcused Absences:

Excused absences include illness, medical appointments, family emergencies, and other circumstances deemed acceptable by the school administration. Unexcused absences include truancy and any absence not covered by a valid excuse. Consequences may apply for unexcused absences.

Consequences for Absences:

Excessive absences may result in academic consequences, such as missed assignments, reduced grades, or the inability to make up certain assessments. Chronic absenteeism may lead to a meeting with parents/guardians to address the issue and explore solutions.





Make-Up Work:

It is the students' responsibility to catch up on any missed assignments in case of absences. Parents can use the Edupage portal to review the work if their child misses a school day, or they may contact another parent to obtain the assignments from a fellow student.

We kindly request that parents refrain from calling or messaging teachers for homework-related inquiries, as teachers prioritize their family time after school hours.

Rest assured, teachers will offer reasonable opportunities for students to fulfill their assignments and assessments.

Parents planning to pull their child out of class to take a vacation during the term are required to submit a formal notification to the school via email. An overview of the missed coursework will be provided. Nevertheless, it is not the teacher's obligation to furnish comprehensive work plans and assignments for the period of absence.

The ongoing assignments and materials can be accessed on Edupage, and it is the student's responsibility to complete the work. In case of any confusion, parents are encouraged to contact a fellow classmate for clarification. Kindly refrain from calling or messaging the teacher for this purpose.

Tardiness:

Punctuality plays a crucial role in the seamless operation of classes. Students who arrive late not only disturb the learning atmosphere for themselves and their peers but also miss crucial instructions and educational content.

It's not always feasible for the teacher to halt the class to reiterate the material, as this would disadvantage the entire class. Tardiness has a negative impact on a student's learning, potentially causing them to lag behind in their educational progress.

Consequences for tardiness and repeated absences may include verbal warnings, parental notification, and in some cases, if the student is struggling due to a lot of missed content, may cause the student to repeat the level