

## Attendance Policy

Once a student reaches five unexcused absences they are in violation of the Virginia Compulsory Attendance Law. Unexcused absences occur when there is no contact made to the school regarding the reason for the absence or the reason is inexcusable. Acceptable excuses include the following: illness of the student, serious illness in the family which necessitates the absence of the student, death in family, special and recognized holidays and other reasons approved by the principal. Inexcusable reasons include missing the bus, oversleeping or issues related to transportation.

Steps that occur when a student reaches five unexcused:

At the **5<sup>th</sup> unexcused absence** the school social worker develops an attendance compliance plan with the student and parent to resolve the student's nonattendance.

At the **6<sup>th</sup> unexcused absence** a school conference with the student, his or her parents/guardians, their school counselor and administrator is held to address the student's continued nonattendance to school. Parents also may receive a letter from the Commonwealth Attorney's Office.

At the **7<sup>th</sup> unexcused absence** the school social worker will file a CHINS Petition through the Henrico Juvenile and Domestic Relations Court.

Also Important to Remember:

All absences are considered unexcused until the parent either calls or sends a written note to provide an excusable reason to the school. This notification has to be made within **24** hours of the absence.

Absences due to being out of town should be preapproved by the school principal. Notification should be made to Mrs. Seely in writing. If notification is made after the absences have occurred, they may not be excused.

Students who accumulate ten excused absences due to illness will require a physician's note for future absences to be excused. Parents will be notified by letter once this policy applies.