



Saint Anthony's High School

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Comprehensive Attendance Policy

- Statement of objectives to be accomplished

St. Anthony's High School established this policy to ensure the maintenance of an adequate record verifying the attendance of all children at instruction in accordance with Education Law Section 3205. The policy is designed to ensure sufficient pupil attendance at all scheduled periods of actual instruction or supervised study activities to permit such pupils to succeed at meeting the State learning standards.

- Description of the specific strategies to accomplish each objective

Attendance will be taken at the beginning of scheduled homeroom each school day.

Attendance will be taken daily at the beginning of each scheduled class.

Attendance will be taken on class and / or school field trips.

Records of student attendance in homeroom and each class period will be maintained daily.

- Determination of the kinds of absences, tardiness, and early departures that will be excused and those that will not be excused; and a list of excused and unexcused absences and tardiness to illustrate each (Attendance Policy is contained in each student handbook.)

A pupil is considered absent if not present when attendance is taken in homeroom.

A pupil is considered absent from a class if not present when attendance is taken in that particular class.

A pupil who arrives after the time fixed by school policy for the beginning of the morning or afternoon sessions is tardy.

A pupil is absent for part of day if present when attendance is taken and then leaves school.

Incidents of absence and tardiness will be classified as either excused or unexcused.

An excused/legal absence/tardiness is one recognized by the Education Department and the school administrators as valid and unavoidable. Legal absences include student illness, death or serious illness in the family, attendance at a health clinic, court appearances, and/or severe weather conditions.

An unexcused/unlawful absence/tardiness occurs when the reason offered does not show unavoidable circumstance or necessity, with the knowledge and consent of his/her parent(s)/guardian(s). Unlawful absences include oversleeping, employment, shopping, visiting, vacation, or being “needed at home.”

Truancy is the willful violation by a student of the compulsory attendance provisions of Education Law. A student whose parent(s)/guardian(s) expects him/her to be present in school, and who without a legitimate reason does not attend, is truant.

- Description of the coding system used to identify the reason for pupil’s absence, tardiness or early departure, recorded in the register of attendance

Excused	Code	Unexcused	Code
Medical	AM	Unexcused	AI
Medical/Doctor’s Note	Me	Personal	AP
Medical/Excused	Me	Unexcused/Late	AI
College Visit	ACV	Unexcused/Early Dismissal	AI
Field Trip	FT	Personal/Early Dismissal	EDP
Off Track	OT	Personal/Late	APL
Personal/Death in Family	AP		
Personal/Family Excused	AP		
Personal/Approved	AP		
Medical/Late	ML		
Medical/Late/Doctor’s Note	ML		
Medical/Early Dismissal Doctor’s Note	EDM		
Medical/Early Dismissal	EDM		
College Visit/ Early Dismissal	EDCV		
	Truant	Tr	
	Out of School Suspension	OSS	
	In School Suspension	ISS	

- Description of St. Anthony’s High School policy regarding pupil attendance and a pupil’s ability to receive course credit (Attendance Policy is contained in each student handbook.)

Regular attendance is a critical factor in school success for pupils. Therefore both pupils and their parents must view regular attendance as the most effective way of meeting course requirements. Course credit is awarded based on satisfactory completion of course requirements. It is the responsibility of the parent to notify the school administration of an attendance concern.

If a student accumulates 8 absences over the course of a single marking period in a particular course (which includes late arrivals and early dismissals that result in missing a particular class), a failing grade of 65% will automatically be imposed for any reason other than school-approved activities, a funeral for a family member, hospitalization or illness, which is documented by an original doctor’s note submitted upon return to school.

- Description of:
 - Incentives to be used to encourage pupils to attend school
 - Disciplinary sanctions to be used to discourage unexcused absences, tardiness and early departures
- St. Anthony’s High School will identify those incentives and sanctions that will promote regular attendance. (Attendance Policy is contained in each student handbook.)

Incentives	Sanctions
<p>If a student accumulates 8 absences over the course of a single marking period in a particular course (which includes late arrivals and early dismissals that result in missing a particular class), a failing grade of 65% will automatically be imposed for any reason other than school-approved activities, a funeral for a family member, hospitalization or illness, which is documented by an original doctor’s note submitted upon return to school.</p> <p>The absence/tardiness could preclude participation in extra-curricular activities on that day if a student is absent for more than 4 class periods.</p>	<p>An accumulation of too many unexcused absences puts a student in jeopardy of failure from that particular course.</p> <p>St. Anthony’s reserves the right to withhold course credit from a student if he/she has accumulated 8 absences or more.</p> <p>Seniors who are habitually late for school may forfeit their driving privileges.</p> <p>A student who arrives late to school for no legitimate reason and misses more than 10 minutes of class, will be considered as “cutting/absent”, and will receive disciplinary action from the Dean of Discipline.</p>

- Description of the notice to be provided to the parents of a pupil who is absent, tardy or leaves school early without an acceptable excuse

Parents of a pupil who is absent, tardy, or leaves school early without an acceptable excuse will receive verbal notification from the Attendance Office.

- Description of the process St. Anthony's High School will use to develop specific intervention strategies to address attendance problems (Attendance Policy is contained in each student handbook.)

When a student has been absent, the school must require a written excuse from a parent or guardian. These notes must be kept on file for one year. If a pupil is absent without an excuse, or if the school has reason to suspect the validity of the excuse, the parent(s)/guardian(s) of the student will be contacted by phone to discuss the situation.

An original doctor's note for student absences of 5 or more consecutive days must be presented to authorize a student's return or to indicate, after 5 days, an approximated date of return should longer absence be anticipated.

It is the responsibility of the teacher to make the parents and administration aware of any attendance problems.

Parents will be contacted to address and discuss attendance concerns.

If necessary an outside agency/proper authority will be notified.

- Identification of the person(s) designated in each school building who will be responsible for:
 - Reviewing attendance records
 - Initiating appropriate action to address unexcused pupil attendance according to the comprehensive attendance policy

The principal has full charge of the internal administration of the school. The Director of Attendance is appointed by the Principal and works in close cooperation with the Assistant Principal/Dean of Students in addition to the Dean of Faculty/Director of Studies. (Attendance Policy is contained in Faculty Handbook.)

The Attendance Director monitors patterns of unexcused absences and will initiate interventions to reduce such unexcused absences.

School policy includes guidelines for teachers and for the school nurse.