

Attendance Policy

Freedom Thinkers Education

POLICY STATEMENT

Freedom Thinkers Education PBL Society values regular attendance as essential to the learning process. Consistent attendance ensures that students can fully engage in project-based learning (PBL) activities, contribute to collaborative projects, and achieve academic, social, and emotional success. This policy outlines the expectations for attendance, the rationale behind these expectations, and the procedures for managing absences.

POLICY RATIONALE

Regular attendance is crucial for the success of students in our school environment. When students are frequently absent, they miss out on critical learning opportunities, peer interactions, and project progress, which can hinder their academic, social, and emotional development and the success of group projects. This policy aims to:

- Ensure students benefit from consistent learning experiences.
- Foster a sense of responsibility and commitment among students.
- Minimize disruptions to the learning environment caused by frequent absences.
- Provide a clear framework for managing and addressing attendance issues.

POLICY AND PROCEDURES

1. Attendance Expectations

- Students are expected to arrive at school on time and attend all scheduled classes and school activities.
- Parents/guardians should inform the school of any planned absences in advance if possible.
- In case of illness or emergency, parents/guardians should notify the school as soon as possible.

2. Recording and Monitoring Attendance

- Attendance is monitored and recorded daily.
- The Ministry of Education requires us to report whether absences are due to illness or other reasons, so we ask that parents inform us accordingly.

3. Addressing Absences

- **Excused Absences:** Absences due to illness, medical appointments, family emergencies, or other valid reasons will be considered excused. Parents/guardians will be required to provide documentation for these absences when requested.
- **Unexcused Absences:** Absences without a valid reason will be considered unexcused.

4. Intervention for Frequent Absences

- If a student accumulates 20 absences in a school year, a meeting will be scheduled with the student, parents/guardians, and school administration to discuss the reasons for the absences and develop an attendance improvement plan.
- Continuous monitoring will be implemented to ensure the student adheres to the attendance improvement plan.

5. Extended Absences and Additional Charges

- If a student misses more than 30 days of school in a school year, whether these absences are excused or unexcused, an additional fee of \$1000 will be charged to the parents/guardians. The only exceptions to the 30-day absence fee are an approved medical leave, which must be supported by documentation from a medical professional, or a pre-approved project-based learning opportunity.
- The school administration will work with the parents/guardians to develop a plan to address the missed work and ensure the student can catch up effectively.

6. Appeal Process

- Parents/guardians have the right to appeal the additional fee for extended absences. Appeals must be submitted in writing to the school administration within 10 days of receiving the fee notification.
- The appeal will be reviewed by the committee of board members for Freedom Thinkers Education PBL Society, and a decision will be communicated to the parents/guardians within 15 days.

7. Communication and Support

- The school will regularly communicate with parents/guardians if their child's attendance begins to become a concern.
- Resources and support will be made available to students and families to help address any barriers to regular attendance.

Conclusion

Maintaining regular attendance is a shared responsibility between the school, students, and parents/guardians. This policy aims to support students in achieving their full potential by ensuring they are present and engaged in their learning experiences. We appreciate the cooperation and commitment of families in upholding these attendance expectations.