

## Uchenna Academy Policy & Procedure Manual Operational Policy: Student Attendance

### Policy

School attendance is required by law and should be taken seriously. It is one of the major factors contributing to success at school and every absence hinders the learning process of our student-athletes. Because many of our student-athletes already miss scheduled instructional time due to Uchenna Academy's rigorous basketball and athletic travel schedules, maximizing in-class time when on campus is absolutely critical. The Ministry of Education officially defines *chronic absenteeism* as missing 10% or more of scheduled instructional time. In our school's block schedule, missing just six (6) classes crosses this 10% threshold. Because chronic absenteeism severely jeopardizes the legal requirement and a student's ability to authentically meet curriculum expectations, Uchenna Academy enforces a strict maximum limit of seven (7) personal absences for any reason.

#### **Uchenna Academy Policy on student attendance:**

Uchenna Academy students are expected to attend every class and every training session. Each term, a student is allowed up to three (3) unexcused absences from class and practice. For every additional absence, a doctor's note is required. Official School-Excused Absences (e.g., Uchenna Academy basketball games, school-sanctioned athletic travel, or official school events) are exempt from this rule. Any unexcused absence will result in student's removal from upcoming practice and/or game. If a student's frequent absences from school are jeopardizing their successful completion of a course, the Principal will request the school staff to meet with the student and the parents to explain the potential consequences of the absences, including failure to gain credits, and discuss steps that could be taken to improve attendance. If over seven (7) absences occur in a term (without a doctor's note or a documented and verified family emergency), the student will be at risk of failing the course. Both Personal Excused absences (e.g., verified illness, non-school travel, in-school suspensions) and Unexcused absences (e.g., unauthorized absences, skipped classes) count equally toward this 7-absence limit, as all missed classes result in lost instructional hours.

5.1 Students of compulsory school age whose absence is reported to the Principal will have the reason for their unexcused absence investigated. Excused absences will not trigger an investigation, as the student remains in good standing

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- 5.2 If a student cannot attend school the parent/guardian should call or email the school on that day to confirm the absence and provide a reason for the absence. The student is required to contact their teacher/s to advise of absence and request any missed work be relayed.
- 5.3 Traveling absences are excused absences, providing the student-athlete communicates their travel (unless travel is part of Uchenna Academy travel) - in writing, and at least 1 week prior to departure. Personal travel counts toward the 7-absence limit.
- 5.4 If a student is removed from a classroom, for example, as they are serving an in-school suspension, they are missing direct scheduled instructional time. However, because the student is still on campus and required to actively complete their assigned schoolwork during this time, these missed periods will be recorded as excused absences.
- 5.5 Consistent late arrivals significantly diminish instructional time and count toward the Ontario Ministry requirement. Lateness will be cumulatively tracked. For every 120 minutes of accumulated unexcused lateness (ex. arriving 30 minutes late four times), the student will be assessed one (1) full absence. This absence will count directly toward the seven-absence limit outlined in Section 5.1.
- 5.6 Teachers are not required to provide work for students who are absent, especially for extended holidays, however, teachers will communicate missed work via email if a student initiates a conversation. It is strictly the student's responsibility to complete that work. It is not the teacher's responsibility to pursue the student to ensure missed work is completed. Please note that teachers are not required to provide work for students who are absent, especially for extended holidays.

#### Procedure regarding attendance:

- Daily attendance is kept for every class.
- Late Arrival Procedure: If the student arrives after period 1 they must present their parent's note (or email) to the teacher.
- Each student is allowed three (3) unexcused absences per term.
- For every additional absence, a doctor's note is required.
- 5 Unexcused Absences: The student is nearing the threshold for chronic absenteeism. Official warning issued to parents/guardians and recorded in student's Ontario Student Record (OSR).
- 7 Unexcused Absences: Mandatory Intervention Meeting. A meeting must be held with the Principal, the student, and the parent/guardian. During this meeting, administration will decide whether to proceed with removing the student from the course or to provide an academic solution/recovery plan.

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- **Over 7 Absences:** If over seven (7) absences occur in a term (without a doctor's note or a documented and verified family emergency), the student will be at risk of failing the course.

## References

Ontario Ministry of Education. *Ontario Schools, Kindergarten to Grade 12: Policy and Program Requirements*. Queen's Printer for Ontario, 2016.

Ontario Ministry of Education. *Supporting Students with Prevalent Medical Conditions in Schools*. Queen's Printer for Ontario, 2018.

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