



Attendance Policy Quick Reference

Frequently Used Terms	Definitions
Excused Absence	An absence excused by parent note, per State of CT limited to nine (9) for the school year, or by legal document (see list below)
Unexcused Absence	An absence not excused by parent, doctor's note, or other official document
Tardy	Late for school. Any scholar arriving after 8 a.m. is late
Truant	Is defined as a child that has: <ul style="list-style-type: none"> ● Four (4) unexcused absence within one month, or ● Ten (10) unexcused absences in a school year

Absences: GO-BPT believes that regular attendance contributes to the development of responsibility, discipline, and good work habits. Attendance also improves student's opportunity for academic growth and success. The attendance regulations are designed to help students understand that the benefits of regular attendance will be gained through responsibility and commitment.

Excused Absences: Calling the school or sending an email is not sufficient to excuse an absence. Current e-mail and text messaging technology do not meet the level of security and controlled access necessary to be used to in this manner, so e-mail or text message would not qualify.

Absences for the following reasons will be excused with proper documentation to verify:

- Illness or injury – up to 3 consecutive days excused by parent note (if within 9 allowed parent excuse notes). Medically excused or illness days are excused with a doctor's note that specifies dates covered by the absence, and the expected date of return.
- Deaths in the family – obituary, or funeral program with the specific date of absence noted.
- Family emergency – family member very ill, and close to dying, student's home lost to fire or eviction, a family members' military deployment, or return from deployment, natural disaster, or the family home is being quarantined.
- Religious holidays or religious obligation
- Required court appearances – subpoena, a police summons, a notice to appear, or a signed letter from a court official.



Unexcused Absences:

Unexcused absences are absences other than excused absences including:

- Absences that are not reported by the parent and verified with proper documentation
- Vacation days which do not occur during designated school vacation
- Not attending classes without the knowledge and permission of the parent or school

Tardiness: Getting to school on time is key to each scholar's success, at school and in life. Late scholars miss academics, and tardiness in general is a bad habit. GO-BPT believes that the most effective way to change student behavior is to reinforce and maximize appropriate conduct such as coming to school on time.

Any time a student is more than 10 minutes late for school without a doctor's note, the scholar will earn demerits.

Consequences:

- **All** absences are tracked in eSchool.
- **All** absences become part of each scholar's permanent record.
 1. Every reasonable effort will be made to notify the parent/guardian by phone each day a student is absent.
 2. Mid-point warning Notice:
 - a. The school will notify the parent/guardian by phone or mail to inform them that the student has reached half of the maximum number of permitted unexcused absences.

At Great Oaks, we want all of our scholars to succeed. Succeeding at Great Oaks includes excellent attendance. Please reach out to us, if there is anything we can do to help support attendance.