

Attendance Policy Outline

The purpose of the Attendance Policy is to establish clear, fair, and consistent standards for participation in all scheduled instructional activities. By defining the scope of the policy, what constitutes attendance, how tardiness and early departures are handled, and how absences are classified and recorded, the policy ensures that students understand their responsibilities and how attendance impacts their academic progress and financial standing. It also provides structured guidance for make up time, leaves of absence, and withdrawal due to non attendance, while outlining a transparent process for appeals and exceptions. Together with required student acknowledgment, this policy supports accountability, protects the integrity of instructional programs, and ensures that all students are treated equitably.

Attendance policy should include the following:

Purpose of the Attendance Policy

Explains why regular attendance is required and how it supports learning, program completion, and student accountability.

Scope and Applicability

Defines who the policy applies to and which classes, activities, and instructional formats are covered.

Definition of Attendance

Clarifies what counts as being present, including arriving on time and remaining for the full scheduled instructional period.

Tardiness and Early Departure

Describes how late arrivals and leaving early are recorded and how they affect attendance hours.

Excused and Unexcused Absences

Distinguishes between acceptable and unacceptable reasons for missing class and any documentation that may be required.

Attendance Recording and Verification

Explains how attendance is tracked, verified, and corrected if errors occur.

Make-Up Time and Missed Hours

Outlines whether and how students may make up missed instructional time.

Attendance Requirements for Academic Progress

Defines the minimum attendance standards required to remain in good academic standing and to graduate.

Attendance and Financial Status

Explains how attendance affects enrollment status, tuition responsibility, and any financial obligations.

Leave of Absence

Describes when a student may take approved time away from school and how it affects their enrollment.

Withdrawal Due to Non-Attendance

Defines when a student is considered withdrawn because of extended or repeated absences.

Appeals and Exceptions

Provides a process for students to request review or exceptions to attendance decisions.

Student Acknowledgment

Confirms that the student has received, read, and understands the attendance policy and agrees to follow it.

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