



Policy Number: 107 OLA

Series: 100 (Students)
Policy Title: Attendance
Effective Date: May 3, 2017
Replaces Policy Dated: May 11, 2016
Version: 1.3

1.0 Purpose

Our Lady of the Angels Catholic School establishes this policy to ensure the maintenance of adequate record keeping to verify the attendance of all students and to enforce compulsory school attendance requirements as defined by the Pennsylvania Department of Education. Schools in the diocese shall abide by the regulations of the Commonwealth governing school attendance.

2.0 Applicability

This applies to all students attending Our Lady of the Angels Catholic School.

3.0 Policy

3.1 Attendance

- 3.1.1 Regular school attendance is state mandated.
- 3.1.2 Students must receive no less than the minimum 180 days of instruction as required by the Pennsylvania Public School Code.
- 3.1.3 Students must be in the school by the designated start time. A student who arrives after the designated start time will be marked tardy.

3.2 Excused Absences

- 3.2.1 The following reasons for absence may be considered excused.
 - 3.2.1.1 Personal Illness: The student is ill and the parent or guardian contacts the school of the day(s) of absence(s). A medical doctor certificate is required when a student is absent for three (3) consecutive days due to illness.
 - 3.2.1.2 Family Illness: Absences can be excused for up to three (3) days when the student's presence at home is necessary for family stability.
 - 3.2.1.3 Death of Immediate Family: Absences will be excused for up to three (3) days. An immediate family member is defined as father, mother, grandfather, grandmother, brother, sister, son, daughter, husband, wife, parent-in-law or near relative who resides in the same household. Additional time off will be considered on a case-by-case basis depending on circumstances. Absences for other relatives or close non-family members will be considered on a case-by-case basis.

- 3.2.1.4 Quarantine of the Home: A physician’s statement documenting the need for quarantine is required.
- 3.2.1.5 Observance of Religious Holidays: This would pertain to children attending Our Lady of the Angles Catholic School who are of another faith.
- 3.2.1.6 Family Emergency: Absences can be excused if there if a family emergency or set of circumstances which, in the judgment of the principal, constitutes a sufficient cause for absences from school.
- 3.2.1.7 Inclement Weather: Student safety is our number one priority when inclement weather occurs. A decision is made by the school and the media is notified at that time.
- 3.2.1.8 District Bus Problems: Absence may be excused due to a bus problem beyond the student’s control and there is no other transportation to school.
- 3.2.1.9 Other School Activity: Absence will be excused for authorized school activities (e.g., choir) or other educational travel (e.g., state capitol).
- 3.2.1.10 Vacation: Vacations during the school year are discouraged. Parents who have no option other than to take their children out of school for vacation incur the responsibility, along with the student, to make up the necessary school work.

3.3 Unexcused (Unlawful) Absences

- 3.3.1 Absences for any other reason than those listed above shall be considered unexcused.
- 3.3.2 Parents will be notified that the absence has been listed as unexcused.
- 3.3.3 Truancy on the part of the student, without the parent’s knowledge, is also an unlawful absence.
- 3.3.4 Absences shall be treated as unlawful or unexcused until the school receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.

3.4 Absence Notification

- 3.4.1 The parent or guardian is to contact the school office by the designated start time on any day that a student will be absent.
- 3.4.2 Notification can be provided outside regular office hours by leaving a message on the answering machine or emailing administration and the teacher.
- 3.4.3 If the student is absent more than one (1) day, the parent or guardian must call the school each morning that the student will not be in attendance.
- 3.4.4 If the parent or guardian knows that the child will be absent for a specific number of days (e.g., surgery), that information can be reported on the first day of the absence with no additional calls will be necessary during the time period originally

Page	Review or Change Date	Description of Change	Approved By	Scheduled Revision Date
2	May 3, 2017	Minor Revision	OLA School Board	May 2020

reported. After a student’s surgical procedure and/or hospital discharge, a medical report from the hospital or attending physician must precede or accompany the student on his/her return to school.

3.4.5 A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require a medical doctor certificate.

3.5 Student Support Team (SST) or Administration Monitoring

3.5.1 Student attendance is monitored by the Student Support Team (SST) in conjunction with administration. Attendance is taken at the beginning of each school day prior to the first period of instruction.

3.5.2 The administration will notify parents/guardians of a student who accumulates three unexcused days of absence. Any subsequent days of unexcused absence could result in fines as required by Pennsylvania State School Law.

3.5.3 Should a student’s absence exceed ten (10) days, contact may be made to the parent/guardian by the Student Support Team (SST) or administration.

3.5.4 After a total of twenty (20) days of absence, scholastic time will be required to be made up outside of the regular scheduled school day. For extenuating circumstances, such as a lengthy illness, the number of school days could be waived by administration.

3.5.5 A high absence rate of thirty (30) days in one (1) year may affect student promotion to the next grade level. Each case will be considered on an individual basis.

3.5.6 A student may not take part in any school sponsored activities on a school day unless the student was present in school at least two hours during the day.

3.6 Students Leaving School Prior to Regular Dismissal

3.6.1 When it is absolutely necessary for a student to be excused from school due to medical or dental appointments (e.g., no evening appointments), a note, email, telephone call or completion of the Excuse Note Form is required and provided to the office and/or teacher regarding early dismissal. The Excuse Note Form is available on the school website.

3.6.2 Students are not permitted to leave the school building prior to regular dismissal without parent/guardian permission.

3.6.3 If there is a family emergency that requires the student to be taken out of school, please call the office to arrange for the student’s release.

Page	Review or Change Date	Description of Change	Approved By	Scheduled Revision Date
3	May 3, 2017	Minor Revision	OLA School Board	May 2020

- 3.6.4 Students will only be released to the parent/guardian or to another person designated by the parent.
- 3.6.5 The student will be called to the school office and will meet the parent there for early dismissal.

3.7 Tardiness/Lateness

- 3.7.1 Whenever a student is late for school, the student is to report to the school office for an admission slip. This applies even in cases whereby a student is excused--such as a bus being late.
- 3.7.2 If a student will be late due to a professional appointment (e.g., medical, dental), a telephone call, email or the Excuse Note is required stating the reason and the expected arrival time. Proper written verification (i.e., excuse note) or email should be provided to the school office upon arrival to school.
- 3.7.3 Students who are not at school by the designated start time, other than for reasons stated above will incur a “Tardy” and may receive a lunch time detention.
- 3.7.4 Parents will be notified in writing if a student has accumulated five (5) or more late unexcused arrivals.
- 3.7.5 Parents will meet with administration if a student has accumulated ten (10) or more late unexcused arrivals.

4.0 References

- 4.1 Diocese Policy 5130

5.0 Attachment

- 5.1 Form OLA-106

Executive Pastor
Fr. Stephen Kelley
Holy Trinity Parish

Page	Review or Change Date	Description of Change	Approved By	Scheduled Revision Date
4	May 3, 2017	Minor Revision	OLA School Board	May 2020