



## **Absence Policy (2024-2025)**

### **Bedford Kindergarten**

**Objective:** To promote regular and consistent attendance at Bedford Kindergarten, recognizing its critical role in enhancing student achievement, fostering a respectful school environment, and supporting each child's successful school performance. Our goal is to encourage daily attendance, with an expectation of maintaining a minimum of 95% attendance.

**Regular Attendance Requirement:** Frequent absence, tardiness, or truancy without a valid reason is a violation of our policy. Any student absent for more than two consecutive weeks without a valid reason will be regarded as withdrawn, and their name will be removed from the National Students Information System (NSIS).

#### **School Hours:**

- School Day: 7:00 AM to 12:00 PM

#### **Notification of Absences:**

- Parents/guardians must call the school by 6:45 AM on the morning of an absence.
- If no call is made, a written note explaining the absence is required upon the student's return.
- For chronic or irregular absences due to illness, a physician's certificate may be requested.

#### **Excused Absences:**

- **Personal Illness:** Including infectious diseases (flu, common cold, etc.), chronic illnesses (asthma, diabetes), or physical injuries.
- **Personal Trauma:** Grieving, death in the family, or serious illness within the family.
- **Medical or Counselling Appointments:** If they cannot be scheduled outside school hours.
- **Legal Matters:** Requiring personal appearance.
- **School-Related Events:** Approved trips, assemblies, or meetings.

#### **OUR VISION –**

**Nurture the Tiny Minds; Cherish the Future.**

Our vision is to create a nurturing environment where young minds are cherished, cultivated, and prepared for a promising future. We believe in the potential of every child and are committed to providing the support and opportunities they need to thrive.

**Unexcused Absences:**

- Trips not pre-approved by the principal.
- Staying home to avoid or study for an exam.
- Leaving school without signing out.
- Oversleeping or tardiness (three tardies equal one unexcused absence).
- Any absence not reported or excused by a parent/guardian.

**Early Exits and Tardiness:**

- Students must get permission to leave early and must sign out at the principal's office.
- Late arrivals will be marked as tardy, and records are kept by each teacher.
- Parents will be contacted if a child is absent without prior notice.

**Late Pick-Up:**

- Students must be picked up within 15 minutes after dismissal.
- Parents will be contacted if their child is not collected by 2:00 PM.

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