



Student Attendance/Absence/ Late 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.

Regular and consistent attendance is essential for all students. Our goal is to encourage daily school and class attendance, with an expectation that every child maintains a minimum of ninety-five percent (95%) attendance in both school and each class. A student who is frequently absent, tardy, or truant without a valid reason is in violation of this policy.

School Hours:

- The school day begins at 7:30 AM and concludes at 12:30 PM.

Notification of Absences:

- Parents/guardians must call the school by no later than 6:45 AM on the morning of an absence to inform us.
- If a call is not made, a written note from the parent/guardian or the student's medical provider must be submitted on the day the student returns, explaining the absence.
- In cases of chronic or irregular absence due to illness, the principal may request a physician's certificate to certify that such absences are justifiable.

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.

For anticipated extended absences, parents/guardians should contact the principal to arrange for the completion of academic requirements, noting that the child's teachers are not responsible for covering the missed lessons.

Excused Absences Include:

Personal illness

- **Infectious Diseases:** These include illnesses like the flu, the common cold, and strep throat, which can spread easily and may necessitate isolation or time for recovery.
- **Chronic Illnesses:** These are long-term health conditions, such as asthma, diabetes, or migraines, that can cause sporadic absences from school.
- **Physical Injuries:** These occur from accidents that result in injuries, like fractures or sprains, which can impede a child's participation in school activities.

Absences due to personal trauma, such as grieving, death in the family, or serious illness in the family

Medical appointments that cannot be scheduled outside of school hours or counselling visits

Legal matters requiring personal appearance

School-related trips, assemblies, or meetings

Unexcused Absences Include:

- Trips not approved in advance by the principal
- Staying home to avoid an examination or to study for an examination
- Leaving the school building during the school day without signing out at the principal's office
- Oversleeping or tardiness (three unexcused tardiness count as one unexcused absence)

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- Any absence that is not excused or not reported by a parent/guardian or caregiver upon the student's return.

Early Exits and Tardiness:

- Students must seek permission from the principal or the school office to leave early.
- Any student who fails to sign out in the principal's office before leaving will be marked unexcused.
- Each teacher keeps a record of student absences and tardiness. A student arriving after the designated start time will be marked as tardy.

To ensure the well-being of all students, the school will contact parents by phone if a child is absent without notice.

Late Pick-Up:

- All students must be collected within 15 minutes of dismissal time. Parents who have not collected their child by 2:00 PM will receive a telephone call.

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