

Attendance Policy

Consistent attendance is important for effective learning and fosters an attitude of respect for our school. With the exception of illness or emergency situations, children should not be absent from school. It is important that family vacations are not scheduled when school is in session.

Absences

All absences should be reported to the Front Desk and your child's teacher by 9 a.m. on the day of the absence. Attendance reports will be shared with teachers on a monthly basis so that they are aware of how absences may be affecting school performance and can proactively communicate with parents as needed. If a student reaches **10 absences** in a school year, the teacher will work with the parents to assess if additional support may be needed.

When students reach **15 absences** in a school year, a letter of concern will be sent home and school leadership will be notified. If it is found that the student's school performance is being affected by high levels of absence, a meeting will be required and additional support plans or attendance agreements may be put into place.

Absences will be carefully monitored going forward to ensure appropriate academic progress and class participation is taking place. Beyond 15 absences, students may be subject to disciplinary action, including formal notices, meetings with school leadership, probation, and in extreme cases dismissal.

For Preschool and Kindergarten students, no automatic attendance notices will be sent. Teachers will reach out to parents directly if absences are affecting a student's participation in class.

Missed School Work

Class work, homework, and assignments are not generally excused because of absence. The student is responsible for making up missed work. This will be arranged with teachers, who will consider the individual circumstances. This may include mandatory lunchtime study periods to make up work.

Assignments missed due to unreported absences may not be given extended due dates. It is important that you communicate with your child's teacher (and report absences to the front desk) to ensure appropriate academic progress is taking place.

Long Term Absences

If a child is absent for more than three days due to illness or family emergency, arrangements should be made with the class teacher to set up a plan for making up missed assignments. For students with long term or reoccurring health issues that result in extended or repeated absences, a Student Support Plan, including a note from a doctor, may be required. Please contact your child's teacher to initiate this process.

Family Time

Camellia Waldorf School recognizes the importance of family time and the need for occasional downtime. While we believe that this policy makes ample allowances for an occasional absence for non-medical reasons, if your family has unique circumstances that lead to more frequent absence, it is important that you communicate with your child's teacher as soon as possible. Regular, consistent attendance in class is a core part of Camellia Waldorf School's curriculum, and while occasionally assignments can be made up or adjusted due to special circumstances, Camellia Waldorf School does not offer long term independent study or homeschool curriculum.

Tardiness

Students are expected to arrive on time for school each day. Students who arrive after the start of their school day should go to the Front Desk to sign in and receive a tardy slip to give to their teacher. Students who do not sign in at the front desk may be marked absent for the day.

Arriving after class has started is disruptive to the class and causes the student to miss out on important classwork. Tardy students may be asked to wait outside the classroom if late entrance is disruptive to class activities. Excessive tardiness, defined as more than 15 tardies in a school year, will result in a letter of concern and students may be put on a support plan.

If your child will not be able to attend school, please contact the Front Desk at 916-427-5022 or frontdesk@camelliawaldorf.org.