



المدرسة الفلبينية
THE PHILIPPINE SCHOOL
"LEADER IN ACADEMIC EXCELLENCE AND VALUES FORMATION"

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STUDENT ATTENDANCE POLICY
SCHOOL YEAR 2024 - 2025

STUDENT ABSENCE/ ATTENDANCE

- Attendance is compulsory during all modes of learning (face-to-face or distance learning).
- A student is marked absent if he or she fail to attend classes. It is important for learners to be present in **every school day**.
- Class Advisers are tasked to submit the excuse letters to the Wellbeing Department.
- An absence is only authorized for the following reasons, confirmed by a signed letter from parents/ guardians or by of official documents for the full duration of the absence:
 - Illness
 - Death of a first or second degree family member
 - Scheduled doctor's appointments
 - Official community task
 - Mandatory appearance before an official body
 - Urgent family travel for medical treatment or death of a family member
- Class Advisers are encouraged to record the daily attendance as early as possible for submission purpose in ADEK. Learner's class attendance shall be recorded by the teachers on a daily account. At the end of each quarter the attendance is reflected in the report card.
- Class Advisers must immediately communicate with parents if there is an unauthorized absence occurred or a student already accumulated less than 20% (of the number of school days in a quarter) absence rate.
- The Principal may, at his/her discretion and in the individual case, exempt a learner who exceeds the 20% limit for reasons considered valid in a quarterly basis.
- Parents shall notify the school (through the class advisers) in advance of any planned absences and submit the required documentation.
- Where exception to come back to school is given to any student under Additional Learning Needs to ensure their wellbeing and safety or that of other stakeholders, the school should provide support for their continuous academic, social, behavioral, and emotional progress during distance learning. All decisions must consider the needs of the child and their parents and all efforts must be done to accommodate the SoD/ ALN properly.
- Habitual tardiness, especially during the first period in the morning and the afternoon, is discouraged.

Teachers shall inform the parents/guardian through a meeting if a learner has incurred three (3) consecutive days of tardiness. **Three (3) consecutive days of tardiness is equivalent to one day of absence.**

Approved by:


JESUS S. OSTOS, JR.
SCHOOL PRINCIPAL

