



Attendance Policy

3.1 Regular Attendance and Punctuality

Regular attendance and punctuality of the student is an important component of the learning process and achievement. All teachers will keep attendance records. Should a student miss more than 10 % of the days within the school year, this will result as an incomplete year on the file and another year in the same grade might be needed to achieve the skills and outcomes or engage in self-funded remediation (such as summer school). Absences and tardiness will be recorded on the report cards. Consistent tardiness and/or absenteeism are possible grounds for reporting to the Attendance Board of the Government of Alberta. Parents may then be required to attend a meeting with an Attendance Board Representative to explain these absences.

Reporting Absences

Parents are asked to call the school by 8:00 a.m. or send a note in advance if their child is to be absent. To avoid congestion on the phones between 8:00 a.m. and 8:20 a.m., parents are encouraged to leave a voicemail message at their earliest convenience in the morning. Parents may also report their children's absences by emailing the school admin general mailbox at: info@islamicacademy.ca. When making outside appointments, parents are asked to be considerate of the child's school schedule and arrange appointments during non-core timings when possible. Students' schedules are available on PowerSchool. Parents are to report to the office to sign their child out before being excused from class.

Excused Absences

1. Illness of the student
2. Medical diagnosis and/or treatment
3. Death in the immediate family; funerals or other relatives or close friends, not to exceed three days if in the locality or five days if outside the Province
4. Contagious disease or illness in the home of the child subject to regulations of the Division of Public Health, Department of Health and Social Services
5. Legal business requiring the student's presence
6. Suspension or expulsion (home schooling) from school
7. Approved educational visits/trips
8. Authorized school-sponsored activities

Extended Absences

Students are expected to attend school during the entire school year. Parents are expected to arrange their travel times according to the school calendar. Students who will be out of the Academy for an extended period of time and do not meet the criteria for excused absences are considered truant. The Academy may refuse the re-admission of any student who is absent from school without permission (for 11 or more consecutive school days). Further, the Academy reserves the right to assess a student who has gone on an extended leave before deciding on a promotion to the next grade. In the case of extended absences, it is the parent's responsibility to make sure that the student is provided with adequate opportunities to acquire and develop all the necessary skills, knowledge and cover all essential learning outcomes for that year.

If a student is to be absent from school for an extended period of time, the Principal and teacher should be informed in writing. A minimum of two weeks' notice is expected so that the necessary available learning materials can be collected. It is the student's responsibility to complete and hand in all work that has been assigned during the time being away from school. Parents of students in grades, 3, 6, 9, and 12 should not plan to travel before the time of the Provincial Achievement Tests or Diploma Exams. Please check with the office for the dates of the last exams in May and June if you are planning to travel before the summer break begins.