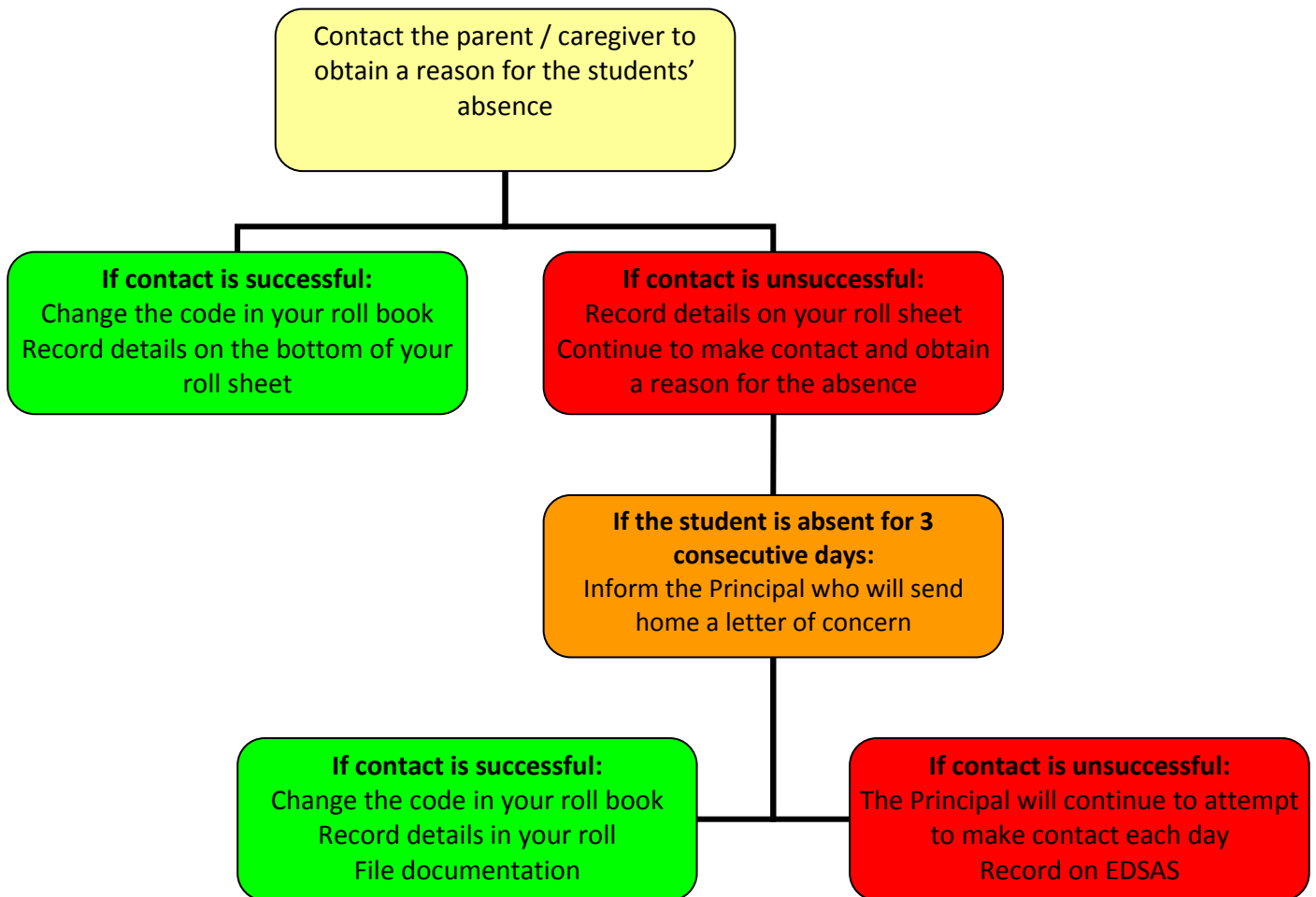




## Student Attendance Process

When a student is absent from school without a legitimate reason please follow the steps below.



As well as following the above process for daily absences, please monitor the total number of absences a student has in a term. The following steps need to be taken for students with **5 or more absences in a term** who do not have legitimate reasons (eg. Doctors note).

