



Attendance Policy

Attendance

Attendance is crucial to scholar's success at Valor Collegiate. Scholars demonstrate their professionalism and preparedness to learn by showing up to school every day and on time. Scholars cannot master the content and skills of our rigorous academic program without being here every day. To that end, we have very clear attendance requirements.

Excused and Unexcused Absences

We realize that there are times when scholars will not be in school, but Valor Collegiate strongly believes that your scholar's education should be his or her priority. Valor Collegiate will only count as excused the following reasons for absence from school:

- An illness that prevents the scholar from attending school
 - Parent(s)/guardian(s) can send note of illnesses lasting 1 - 2 consecutive days
 - Absences lasting 3 or more consecutive days require a doctor's note
- A **death** in the immediate family or other significant family crisis
- Religious holidays

All absences that are excused must meet principal approval.

Notification Procedures

In order for absence to be excused, scholars **MUST** bring in a note within **3 days** of their return to school. The note must be dated and include:

- The date of the absence
- The reason for the absence
- A phone number where a parent or guardian can be reached
- The parent/guardian signature

Attendance Interventions

- After **three unexcused** absences, a letter will be sent home with the scholar that reminds the family of the importance of school attendance. We will also include a copy of our attendance policy.
- Voyager: After **four unexcused** absences, the pride leader will call home to check in with the family and reiterate importance of attendance.
- After **five unexcused** absences, a notice will be mailed home notifying the family that they are now considered truant according to the state of Tennessee and Metro Nashville Public Schools.
- After **seven unexcused** absences, the family will meet with a school administrator to develop an attendance plan to prevent any further absences.



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- After **ten unexcused** absences, we are mandated by Compulsory School Attendance Law (TCA § 49-6-3001) to report a truancy concern to the Juvenile Courts.
- **Chronic absenteeism** (defined as missing more than 10% of school) whether excused or not will result in a conference with an administrator.

Scholars who have fifteen or more absences (excused or unexcused) are at risk for retention in the current grade at the end of the academic year.

Partial Attendance - Lateness and Early Dismissals

Partial attendance is highly discouraged because it means scholars are missing instructional time. Valor Collegiate does not excuse absences for any medical appointments during the school day.