

## **Wayne Montessori School Attendance Policy**

Regular attendance is required of all students in school, private or public. It is critical for a student's successful progression within the classroom. When students miss school, they miss the opportunity to learn in a prepared environment. The Montessori classroom encourages students to learn through their interactions with fellow students and teachers. Time missed in the classroom cannot truly be compensated for in an adequate way.

Excused absences include: illness, death in the family, pre-approved travel, and others agreed upon by the WMS staff. In order for an absence to be considered excused WMS must receive documentation explaining the absence. All other absences, including excused absences lacking proper documentation, will be considered unexcused.

If a child exceeds 7 unexcused absences within a year a conference with the teacher, Head of School, the child's parent and a board representative must occur. All meetings must occur after school hours. A child exceeding 7 unexcused absences may not be allowed to re-enroll the following year or may be asked to repeat their current grade. If there are an excessive number of cumulative absences, excused or unexcused, a conference may be requested.

### **Tardy Policy**

We feel it is important to implement the good habits of attendance and punctuality for our WMS students. It is also important that students arrive promptly to prevent disruptions within the classroom once learning time has started. Elementary children are tardy if they are not in class at 8:00 am. Children's House children are tardy if they are not in the class at 8:30am. In the event an Elementary child arrives after 8:00am a staff member on carpool duty will record the student's tardy arrival. All students in both Elementary and Children's House who arrive after 8:30 am should be escorted by a parent to their classroom door. We ask that the parent not enter the classroom as this will create additional disruptions and distractions to a class already in session.

If a student is tardy three (3) times within a semester a letter will be sent home for parents to sign and return.

If a student is tardy six (6) times within a semester a conference with the teacher, parent and Head of School will be called to discuss the tardies. The conference must occur after school so the teacher may attend without missing class time.

If a child exceeds 21 tardies in a year a conference with the teacher, Head of School, the child's parent and a board representative must occur. All meetings must occur after school hours. A child exceeding 21 tardies may not be allowed to re-enroll the following year or may be asked to repeat their current grade.