



## ATTENDANCE POLICY

The State of Florida requires mandatory school attendance of children ages 6-16 (FLA. STAT. § 1003.21.)

It is essential that every effort be made to have children present and on time on a daily basis. What they witness and practice at this young age will strongly influence their future habits regarding attendance, which in turn may impact their success in the academic and work worlds.

*Daily attendance and punctuality is the responsibility of the parents and the student.*

However, realizing that there are situations that warrant children to be away from school, AIMS will follow the Florida Law regarding absences.

- ❖ *A written note explaining each absence must be submitted upon return to school. Children between the ages of 5 and 16 must attend school with only excused absences of illness (please see illness policy), death in the immediate family and other extreme explanatory circumstances, AIMS recognizes the following circumstances:*
  - *Medical reasons as documented by a licensed doctor*
  - *Death in the family*
  - *Legal reasons verified by a lawyer or a court*
  - *Circumstances which are pre-approved by the Head of School*
- ❖ *Any absences beyond ten (10) must be officially documented by the above.*

Please call the school office at 904.261.6610 in the event that your child is to be absent. Excessive absences may place a child in academic jeopardy for progression to the next grade level.

Students missing excessive days will have their cases reviewed by a school committee comprised of their Directress, the Head of School, and other appropriate staff. The committee will review the attendance data and documentation, provide the parent/guardian with an opportunity for explanation if necessary, and determine whether an exception is to be granted.

If a child is tardy to class, they must sign in through the office.