



ENTHEOS ACADEMY

EXCELLENCE • SERVICE • LEADERSHIP

5200 ATTENDANCE AND TARDY POLICY

Purpose

We believe that strong partnerships between families and schools are essential to student success. Utah law requires certain attendance standards, and this policy provides clear expectations and support, working with families to address absences, ensure student learning continues, and navigate legal requirements together.

This policy establishes:

1. Attendance expectations
2. Definitions of excused and unexcused absences
3. Procedure for interventions, legal notices, and membership withdrawal

Attendance Expectations

I. Students are expected to attend all scheduled school days unless absent for a valid, excused reason.

II. Families should plan vacations around the school calendar and notify the school promptly of unavoidable absences.

III. Students and parents are responsible for completing missed assignments.

Definitions

Absence: Failure to attend any portion of the school day.

Excused Absence: Absences approved under this policy and Utah law.

Unexcused Absence: Absences that do not meet excused criteria or lack required documentation.

Truancy: An unexcused absence of half a school day or more.

Policy

Excused Absences

- I. The following absences are considered excused when reported by a parent or guardian. Advance notice is encouraged when possible, and documentation may be requested **for administrative purposes only**:
 - A. Illness

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- B. Medical, dental, therapy, or counseling appointments
 - C. Family death
 - D. IEP/504 accommodations
- II. OTHER
- A. Family emergencies may be approved as excused absences by the School Director at their discretion. Supporting documentation may be required for administrative purposes.
 - B. Extended absences for educational experiences are excused only when approved in advance by the School Director.
- III. Reporting Timeline for Excused Absences
- A. Absences must be excused by the parent/guardian within 10 school days from the date the absence occurred. Absences not excused within this timeframe will be recorded as unexcused. The school may allow exceptions in cases of serious extenuating circumstances at administrative discretion.

Unexcused Absences

- I. An absence is unexcused if:
 - A. The school is not notified of the reason
 - B. The reason does not meet the excused criteria
 - C. The absence is due to an unapproved vacation/travel
 - D. The student refuses to attend school
- II. Unexcused absences may trigger truancy notices under Utah law.

Attendance Intervention and Legal Notices

- I. Attendance Intervention and Legal Notices
 - A. After multiple unexcused absences, the school contacts parents to:
 - 1. Review attendance
 - 2. Offer supports and interventions
 - 3. Encourage corrective action
- II. Five (5) Unexcused Absences
 - A. Grades K–6: Notice of Compulsory Education Violation
 - 1. A notice is issued to the **parent/guardian** after 5 unexcused absences, regardless of whether the absences are non-consecutive or consecutive.
 - 2. Notice includes legal required messaging: Utah law (Utah Code §53G-6-202(c)), it is a **Class B misdemeanor** for a parent to intentionally or without good cause:
 - a) Fail to meet with designated school authorities to discuss the child's attendance problems; or

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- b) Fail to prevent the child from being truant five or more times during the remainder of the school year.
 3. Notice Delivery: Must be served by personal service or certified mail to meet statutory requirements.
- B. Grades 7–8 (age 12+): Notice of Truancy
 1. A notice is issued to the **student and parent/guardian** after 5 unexcused absences, regardless of whether the absences are non-consecutive or consecutive.
 2. Includes the **right to contest** if absences were excused or there are mitigating circumstances.
 3. **Delivery**: Mailed or personally served; **certified mail is recommended** for documentation (Utah Code §53G-6-203).
- C. Continued Absences
 1. Mandatory conferences, attendance improvement plans, or referrals to supports may be required.

Appeals

- I. Parents and students may appeal attendance determinations or statutory notices in accordance with school procedures and Utah law. The contest process must be communicated to students and parents for grades 7–8 notices.

Communication

- I. This policy is
 - A. Published in student/family handbooks
 - B. Available on the school website
 - C. Referenced in attendance communications with families

Withdrawal Due to Consecutive Absences

- I. Purpose: Withdrawal is an administrative action for state enrollment reporting (Policy 5103), not disciplinary.
- II. 10-Day Rule:
 - A. Students absent 10 consecutive school days without meeting exceptions will be withdrawn.
 - B. Withdrawal date must be within 10 days of the last day of attendance.
- III. Exceptions: Students are not withdrawn if absent due to:
 - A. Illness or hospitalization
 - B. Home/hospital services (≥ 2 hrs/week, weekly contact documented)
 - C. Pending court investigation/action
 - D. Prior-approved trip/absence

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- IV. Parent Notification: Written notice includes:
 - A. Withdrawal date
 - B. Confirmation of 10-day absence
 - C. Re-enrollment instructions
- V. Re-Enrollment:
 - A. Withdrawn students must reapply through the school enrollment process
 - B. Students are placed at the end of the current waitlist; space availability determines enrollment
 - C. Re-enrollment is not guaranteed
- VI. Relationship to Truancy:
 - A. Withdrawal does not stop truancy proceedings
 - B. Court-ordered students remain enrolled while proceedings are ongoing

Tardies

- I. Entheos Academy is committed to providing a positive, focused learning environment. Students learn best when they arrive on time and prepared for the school day. Tardiness disrupts instruction and negatively impacts student learning.
- II. A student is considered tardy when they arrive late to school or class after the scheduled start time.
- III. Excused Tardies
 - A. Tardies may be excused for reasons such as medical appointments, family emergencies, or other extenuating circumstances as reported by a parent or guardian.
- IV. Addressing Excessive Tardies:
 - A. Tardies without a valid excuse are considered behavior infractions. While initially addressed by the classroom teacher, if tardiness becomes frequent or excessive, school administration will work with the student and family to identify causes and provide support, and determine consequences. Administrative responses may include parent conferences, loss of school privileges or activities, or other school-based interventions.
 - B. Students are responsible for contacting their teachers and completing any work missed due to a tardy

REF: Utah Code §53G-6-201 through §53G-6-203 and Utah Administrative Rule R277-607