

Attendance Policy Overview

Dear Students and Parents,

We believe that regular attendance is critical to academic success and student accountability. This letter outlines our attendance policy and the expectations we have for our students.

Attendance Expectations

- Students are expected to attend all scheduled classes regularly.
- Absences should be communicated to the school within 24 hours.
- Make-up work must be completed within a reasonable time frame following an absence.

Consequences of Poor Attendance

Failure to adhere to the attendance policy may result in:

- Notification to parents or guardians.
- Meeting with school administration.
- Potential impact on grades and academic standing.

Accountability Measures

Students will be held accountable for their attendance records. We encourage students to take responsibility for their education and to seek help when needed.

Thank you for your cooperation and support in ensuring a productive learning environment.

Sincerely,

Your School Name