

## Attendance

The South Carolina Code of Laws sets the standard regarding school attendance. Promotion and retention can be affected when a student misses more than **TEN** days during the school year. Written notification of a mandatory attendance intervention conference is sent to parents when a student has **three** consecutive absences or a total of **five** unexcused absences. School officials and parents are required by law to develop an intervention plan in an effort to decrease student absences.

When a student returns to school after having been absent, he or she is required to bring in a written excuse within **seven** days of the absence. **Parent note:** (Maximum of **FIVE** per year. Additional parent notes will be counted as unexcused absences.) The excuse should be on a full sheet of paper. Please state the name of the student, date(s) of absence, reason for absence and signed by a parent or guardian. If a student is absent from school and treated by a doctor, the student should bring a doctor's excuse/note to be turned in to the attendance office. Habitual absences, lawful and unlawful, will be referred to the Attendance Office of the Anderson County Board of Education.

Students and parents are reminded that according to South Carolina law, absences are classified as lawful or unlawful. The following are examples of lawful absences:

1. Students who are ill and whose attendance in school would endanger their health or the health of others
2. students in whose immediate family there is a serious illness or death, and
3. students who choose to recognize certain religious holidays of their faith.

Unlawful absences are defined as a student's willful absence from school without the knowledge of the parents, or a student's absence from school without cause with the knowledge of the parent.

In accordance with the Anderson School District One attendance policy, cases involving excessive numbers of unexcused absences will be referred to the county attendance office and/or the courts.

According to Anderson County Board of Education guidelines, **perfect attendance** is defined as "No absences, tardies, or early dismissals from school the entire school year" and **faithful attendance** as "Two or fewer absences, tardies, or early dismissals combined for the entire school year." The county board presents a Perfect Attendance Award and Faithful Attendance Award to students who qualify.

## Tardies

The academic day at Wren Middle School begins at 7:50 a.m. Students are expected to be seated in homeroom class by that time each day. Those who arrive at homeroom after 7:50 a.m. will not be admitted without a tardy pass from the main office. Students must check in at the main office using our School Checkin Computer to receive a tardy pass. Repeated tardiness will result in an intervention plan.

## Early Dismissal

The parent/guardian must come to the main office, at the time of early dismissal, to sign the student out of school using our School Checkin computer. Please bring your driver's license and come inside to sign your student out. Early dismissals are absences from class. Excuses for early dismissals follow the same guidelines as noted above.

If you have any questions regarding your child's attendance, please contact Ingrid Masters, Attendance Secretary at 864-850-5930 or via e-mail - [mastersi@apps.anderson1.org](mailto:mastersi@apps.anderson1.org)