

Attendance Policy

St. Anthony's High School is a premier college preparatory institution dedicated to nurturing the future leaders of tomorrow. In recent years, chronic absenteeism has emerged as a pressing national concern, undermining the educational journey of many students across the country. Research consistently highlights that regular, in-person attendance is not only crucial for academic achievement but is also essential for the social and emotional well-being of students. In response to these findings, we are introducing an updated attendance policy designed to support our students in maximizing their educational opportunities and fostering a productive and supportive school environment.

Attendance Review Board

- Team of Administrators, Attendance Staff, and Guidance Counselors who monitor and review student attendance.
- Students who are absent 20 times during the school year, are subject to dismissal from St. Anthony's. In addition the accumulation of 20 absences from a particular class will result in the student not receiving course credit. (All school absences are counted towards students' accumulated total absences. There is no longer a waiver process for certain absences.)

Tier 1 (0-9 Absences)

- **5 Absences - Warning Level**
 - Students and Parents will receive an Attendance Policy Reminder email when a student reaches his or her 5th absence in a class.

Tier 2 (10-14 Absences)

- **10 Absences (either full day or single class) = Attendance Affidavit**
 - Counselor conducts a meeting with the student (live phone call with the parent during the meeting)
 - Explains that attendance record could impact eligibility for leadership positions such as NHS, Student Council, Friar Faithful, SALT, Campus Ministry and Athletic Captaincies.
 - Reminds student and parent of the **Attendance Probation Policy** and explain those conditions; and that a 20th absence will result in the student's dismissal from St. Anthony's.
 - Counselor presents student with Attendance Affidavit document; student will have it signed by their parent and return it to the Guidance Counselor.

Tier 3 - (15-19 Absences)

- **15th Absence (either full day or single class) = Attendance Probation**
 - Student forfeits eligibility for Academic Awards (St. Bonaventure/Duns Scotus); National Honor Society; All Academic Honor Societies; Athletic Captaincies.
 - Student relinquishes eligibility to represent St. Anthony's on any field trips or off-campus events during school hours for the duration of the school year.

- In-person meeting with student, parent, and Attendance Review Board.
- Student and parent sign affidavit acknowledging that 20 absences will result in the student's dismissal from St. Anthony's.

Course Credit Forfeiture / Student Dismissal (20 Absences)

- 20th Absence (full day) = Student Subject to Dismissal
 - In-Person Dismissal Meeting with Student, Parent, Attendance Review Board & Brother David.
 - Academic, Behavior and Attendance Records will be taken into account.
- 20th Absence (single class) = Student Loses Course Credit for each class in which they have 20+ absences.

Concluding Statement

At St. Anthony's High School, we recognize that unexpected challenges such as illnesses and significant family matters can impact school attendance. We empathize with our students and families facing such situations and are committed to providing support during these times. However, we are confident that by families making a conscientious effort to consult the St. Anthony's [academic calendar](#) and proactively plan vacations, college visits, and other non-essential absences around the scheduled days off, our updated attendance policy will successfully address and reduce the recent trend of absenteeism that has affected high schools nationwide. Together, with your cooperation and understanding, we can ensure that every student has the opportunity to fully engage with the enriching Franciscan experience of St. Anthony's.



SAINT ANTHONY'S HIGH SCHOOL ATTENDANCE POLICY

Below, please find the updated Attendance Policy for the 2024-2025 school year. This coming year there will be no attendance waivers. Thresholds will be a **total count of all absences, both excused AND unexcused**. At St. Anthony's we believe that in order for you to receive the best education, you must be present in school.

0 - 9 ABSENCES



It's common to miss school at some point because of illness or personal reasons. As long as you aim to keep these absences to a minimum, you won't be impacted by this policy.

10 - 14 ABSENCES

At the 10th instance of absence, a meeting with the Guidance Counselor will be scheduled for you and your parents. The purpose of this meeting is to discuss your absences and explore potential strategies to help improve your attendance.



15 - 19 ABSENCES



Upon accumulating 15 absences, you and your parents must attend a face-to-face meeting with the Principal and the Academic Dean. You will be put on **Attendance Probation**. As a consequence, you will lose your membership in honor societies, athletic captaincies, eligibility for academic awards and other school privileges.

20 ABSENCES

If the threshold of 20 absences is reached, you will be subject to dismissal/withdrawal from Saint Anthony's High School.

Categories of Absences

Unexcused/Unknown Absence:

An absence is considered **unexcused** if the reason for the lack of attendance does not fall under a category of an excused absence as deemed by the New York State Education Department. (e.g., family vacation, college visits, oversleeping, missed the bus). “Senior Cut Days” do not exist at Saint Anthony’s High School and are unexcused absences.

An absence is considered **unknown** if there is no parent note submitted on the Infinite Campus Parent Portal.

Excused Absences:

An absence will be designated as “Excused” when a parent provides an absence request on the Parent Portal or an email to attendance@stanthonyshs.org with an excuse recognized by the New York State Education Department. A parent must provide a signed note for **each** day a student is absent. This absence is **only excused for purposes of NY State attendance reporting**; the absence **will** count towards the student’s accumulated absences for St. Anthony’s Attendance Policy.

Exempted Absences:

A class or school absence will be designated as “Exempt” only in cases of students participating in authorized school-sponsored activities (Retreats, Approved Field Trips, etc). **These absences will be exempted from the accumulated absences in the St. Anthony’s Attendance Policy.** However, students will be responsible for making up the work they missed in class.

Absence Categories:

Absence Category	Unexcused	Excused	Exempt
Illness (parent note)		x	
Illness (medical note)		x	
Retreat			x
School-Sponsored Activity/ Sporting Event			x
Non-School-Sponsored Activity / Sporting Event		x	
Documented College Visit		x	
Undocumented College Visit	x		
Family Vacation	x		
Visiting Sick/Dying Relative		x	
Bereavement		x	
Wedding		x	
Attending Ceremony (Graduation, Confirmation, etc.)		x	
Court Hearing		x	
Road Test		x	
International Travel Issues (Amerigo Only)		x	
Suspension	x		

ABSENCE PROCEDURES:

When a student is going to be absent, it is the responsibility of the parent/guardian to account for that absence by following these steps. The parent/guardian must notify the school, with a valid reason, before 8:00AM or as soon as possible, on the morning of the absence. The notification needs to be completed using the parent portal accessed through the school's website or an email to attendance@stanthonyschools.org, which must include the student's full name, date of absence(s) and reason for the absence(s).

A physician's note on the physician's letterhead is required when a student is absent from school for five (5) or more consecutive days.

Any student that does not submit an absent note within two (2) days of returning to school will receive detention, regardless of if a note is eventually submitted.

EARLY DISMISSAL:

If a student must leave school prior to school dismissal time, the following specific procedures must be followed:

- a) On the day of request for early dismissal, the parent/guardian must submit an early dismissal request through the parent portal no later than 9:00AM.
- b) The student must be signed out prior to 1:45PM. for early dismissal by his/her parent/guardian. Requests for early dismissal received after 1:45PM. will only be honored in the case of an emergency as determined by the school's administrator.
- c) The only excused early dismissal, when official documentation is received, are a doctor's appointment, road test, appointment at DMV, or court appearance.
- d) A student with eight (8) unexcused early dismissals for the year will receive detention. **all permissions for early dismissal are subject to the approval of the Dean.*

LATENESS:

Students are expected to be on time to school and to all classes each day. Students who arrive late to school must report directly to the Attendance Office and obtain a late pass for class. Parents must submit a late request through the parent portal accessed through the school's website.

- Any student who goes directly to class without obtaining a late pass will receive detention for not following proper attendance procedure.
- Students who arrive on late buses are considered excused tardy, and must also report to the Attendance Office for a late bus pass.
- Students who arrive late due to medical/dental appointments must present a doctor's note on letterhead, noting the date of the student's visit for the late arrival to be excused.
- The only excused late arrivals, when official documentation is submitted, are doctor's appointment, road test, an appointment with DMV, or court appearance.
- **Students who are absent for more than four (4) periods (or more than half a school day) or after 11:30AM are considered "absent for the day," and are not permitted to participate in any school-related activities held that afternoon or evening, regardless of whether excused or unexcused.**
- Seniors who are habitually late to school may receive a detention and/or forfeit their

driving privileges.

- For each eight (8) unexcused lateness a student will receive detention.

Junior/Senior College Visits: Juniors/Seniors are encouraged to consult the Saint Anthony's High School Calendar, and schedule college visits only on days when their classes are not in session, i.e. those designated for PSAT testing, faculty professional days, holy days, and holidays, etc. An unofficial visit is unexcused. If the college visit is an official college visit, a letter from the college or university is required in order to excuse the absence.

SENIOR LATE ARRIVAL & EARLY DISMISSAL:

Late arrival: SENIORS who are not scheduled for a 1st period and 2nd period class may report to school late, but every Senior MUST BE PRESENT IN HOMEROOM at 9:50AM. (Earlier arrival is required by all for special event schedules as listed in the front of this handbook.)

Early Dismissal:

SENIORS ONLY may leave earlier than the general dismissal, at the end of their academic schedules and must sign out from the Attendance Office.

- Once a Senior signs out, he/she may not return to the campus or school building.
- Seniors who leave the campus illegally will be required to surrender their car keys to the Deans at the beginning of each day, and their early departure privileges will be revoked.
- Seniors who do not follow proper dismissal procedures will receive detention.

Freshman, Sophomores and Juniors DO NOT have permission for late arrival or early dismissal simply because they have no assigned class at the time, and carpooling with someone in the senior class does not constitute a legal excuse for underclass lateness and/or early dismissal.