

## Student Attendance Policy

1. Purpose:
  - 1.1. Gateway Academy is committed to fostering a learning environment where regular attendance supports student success. Utah law requires students between the ages of six and eighteen to attend school regularly ([Utah Code 53G-6-202](#)), and the Utah State Board of Education has established attendance and truancy guidelines ([R277-419](#) and [R277-607](#)). Because education is a continuous process that relies on daily participation, excessive absences and tardiness can disrupt learning and create challenges in academic progress. To support compliance with state law and best educational practices, Gateway will work in partnership with parents to promote consistent attendance and ensure students receive the full benefits of their education.
2. Guidelines
  - 2.1. Parents/guardians are responsible for regular student attendance at school, but school staff and students also share that responsibility.
    - 2.1.1. Students are expected to be in attendance every school day and participate in their education in order to receive maximum benefit from their education experiences. If a student is legitimately absent from class or school programs, it is the student or parent's responsibility to contact the teacher regarding additional work. If a student is tardy for class, it is the student or parent's responsibility to contact the school office so an unexcused absence is not assessed. It is also a student or parent's responsibility to follow classroom and office procedures when the student must leave during the school day.
    - 2.1.2. Parents/guardians are expected to ensure that their children attend school and school programs regularly and arrive on time. It is the parent/guardian's responsibility to notify school officials of legitimate absences. The parent/guardian should contact the office or designated school employee to confirm a checkout prior to the student leaving during the school day.
    - 2.1.3. A student's assigned teacher and/or designated employee is required to record and verify daily student attendance and participation.
    - 2.1.4. Administrators shall work cooperatively with students, parents/guardians, and teachers to improve student attendance and use earnest and persistent effort, including parent notification, to deter excessive and unexcused student absences.

- 2.1.5. A student is “truant” if the student is absent without a valid excuse for at least half of the school day. A student may not be considered truant more than one time during a school day. Multiple tardies may not be used to calculate an absence for purposes of truancy.
- 2.1.6. **If a student's attendance falls below 80%, they risk losing their school placement and will be required to have an attendance meeting with an administrator.**
- 2.2. The school administration and individual teachers shall develop attendance plans and procedures that comply with state and board policies. The plan and procedures shall include:
  - 2.2.1. Responsibilities for students, parents, classroom teachers, and school administrators,
  - 2.2.2. Procedures for managing attendance issues, i.e., illness, check in/out, school activity absences, etc.,
  - 2.2.3. An acceptable range of school and teacher consequences for unexcused absences and tardiness, and Guidelines for additional work.

### **3. ATTENDANCE**

- 3.1. Regular attendance is required by law and is a major key to student success. Activities, discussions, simulations, and presentations take place every day and cannot be duplicated even by after-school instruction or make-up work. Educational achievement comes through participation.

#### **3.2. Parent Responsibilities for Attendance**

- 3.2.1. Notify the school office of absences through a written notice or by phone so that the absence can be appropriately designated as excused or unexcused.
- 3.2.2. Students may be legitimately absent from class because of a “valid excuse” as defined by Utah law. A valid excuse includes a physical or mental illness, regardless of whether the student or parent provides documentation from a medical professional; the mental or behavioral health of the student; a family death; an approved school activity; an absence permitted by an IEP or Section 504 accommodation plan; and other absences recognized as valid excuses under Utah Code Section 53G-6-201.

#### **3.3. Student Responsibilities for Attendance**

- 3.3.1. Be in your assigned classroom when class begins unless you are legitimately excused. For distance students, login to education programs and participate daily.

#### **3.4. Teacher Responsibilities for Attendance**

- 3.4.1. Verify and record daily attendance in each class and correct attendance when necessary.
- 3.4.2. Notify the office if attendance is irregular or if there are excessive (more than two consecutive or more than five total) unexcused absences.

### **3.5. Administration Responsibilities for Attendance**

- 3.5.1. Notify parents/guardians and students of possible consequences for excessive absenteeism, including academic consequences or a District Court referral. Notification will be in the form of state-mandated truancy letters, phone calls, or conferences. Parents/guardians shall be notified within two instructional days of a student's unexcused absence, and the notification shall include the student's total number of unexcused absences for the school year.
- 3.5.2. Administration shall regularly review student attendance data and ensure that attendance data maintained in the student information system is accurate. Student attendance data shall also be provided to the Governing Board for regular review as required by Utah law.

#### *School administrative response to attendance issues:*

We recognize that at our level, attendance is primarily a parental responsibility and very seldom a truancy issue. Truancy (where a child is not in school without parental permission or awareness) will be dealt with on an individual basis as a discipline issue and may include consequences up to and including suspension from school. Absence and tardy will be monitored and dealt with by the school in the following ways:

1. Teachers will report attendance before 9:00 am each day or in the first 5 minutes of class in the middle school environment. If a parent has contacted the school the absence will be marked excused and the reason noted.
2. The teacher should discuss attendance with parents at every parent-Teacher conference and any time a concern arises.
3. An attendance report will be submitted to the Director/Principal at the end of each term.
4. The administrator will do the following:

#### **Days/Classes Tardy**

- Excessive days or classes tardy (multiple occurrences per week for more than one week) will result in school action that will include communication with parents and may include a parent meeting, detention or in school suspension to minimize distraction and complete work.

#### **Non-consecutive Days**

- Contact parents when students miss more than 5 days. Absences that exceed 5 days, whether excused or not will result in school action that may include a parent meeting, detention or in-school suspension to minimize distraction and complete work.

#### **Consecutive Days:**

- Ensure the contact of parents or guardians of any student missing more than three consecutive days (10%) reminding the parent of the

importance of school attendance (usually a phone call by the administrator, teacher or secretary).

- Make a personal contact (including home visits) with parents of any child missing more than 7 consecutive but not more than 10 consecutive days (20%) discussing the importance of attendance and offering school resources to help the student and parent improve attendance. In addition, possible consequences will be discussed, including student's removal from enrollment if attendance does not improve.
- As per Utah state law, any student who misses 10 consecutive unexcused days will be immediately dropped from enrollment. Director will drop the student at 10 consecutive days and inform parents through certified mail.

### **Exceptions**

Gateway Preparatory Academy follows Utah Administrative Rule [R277-419](#), which requires schools to provide educational services over 180 school days each year. The school is responsible for ensuring students receive full educational opportunities through structured instructional time.

In the event of an emergency closure (such as inclement weather or other disruptions), the school will follow state guidelines, including R277-419-12, which allows for limited waivers from the 180-day requirement if necessary. The school will also maintain a calendar that includes contingency days to accommodate any unexpected closures.

To uphold these standards, the Director will work with school leadership to develop procedures that ensure students receive the required instructional time while maintaining flexibility where appropriate.

### **Board Reviewed and Approved**

October 27, 2016

January 25, 2018

April 9, 2020

May 14, 2020

4/24/2025

8/27/2026