Upper School Attendance Policy

Regular and consistent attendance is essential for academic success and full participation in the school community. While we understand that absences occasionally occur, excessive absences compromise a student's ability to engage with the curriculum and meet course expectations. Our policy aligns with that of many public and private high schools.

Course Credit and Trimester Grades

- A student who exceeds **27** absences in a full academic year will not receive credit for the course, regardless of whether the absences are excused or unexcused. If the course in question is required for graduation, the student will either need to take a summer course to make up the credit or register and complete the course in the following academic year.
- A student who exceeds **9** absences in a single trimester per course will receive a grade of **55** for that trimester, regardless of academic performance.
- **No distinction will be made between excused and unexcused absences for the purpose of this policy.** All absences count toward the total, except for school-sanctioned activities such as AP testing, testing sanctioned by a teacher or college counselor, field trips, college visits, and approved athletic events.
- A student absent from class for more than **20** minutes will be considered absent from that class.
- To participate in extracurricular activities, clubs, performances, and school events, students **must be in school for at least four hours.**
- Students exceeding **27** absences in a full academic year will not be allowed to attend the prom.
- All absences and tardies will be reported to colleges.
- Families will be notified when students have reached 5 absences in a trimester.
- Students at risk of losing credit will be required to meet with the Upper School Head to review their attendance record and discuss options such as summer school or repeating the course the following year.
- Parents should report all Illnesses, Medical Concerns, Absences, Late Arrivals, and Early Dismissals to **usattendance@whschool.org.** This ensures that we accurately track attendance and communicate any necessary follow-up in a timely manner. If your child is absent three consecutive days due to illness, a medical release or doctor's note must be provided to the School Nurse, Nurse@WHSchool.org.

Thank you for your cooperation and partnership in fostering a community where student success is supported through strong and consistent attendance.

Warm regards,

Christine Cerminaro
Head of Upper School