

REQUIRED DAILY SCHOOL ATTENDANCE (ABSENTEEISM AND TRUANCY POLICY)

updated August 2026

COMPULSORY ATTENDANCE

A daily student attendance record must be kept in each school. Attendance in class is an essential aspect of our educational program. Illinois law requires that whoever has custody or control of any child between the ages of six (6) and nineteen (19) (and in high school) must ensure that the child attends school the entire time school is in session during the regular school term, except as otherwise provided by law. Parents and/or guardians having legal custody of school-age children are responsible for ensuring the regular attendance of their children in school.

The Catholic Schools Office requires that parents/guardians ensure the regular attendance of their children, consistent with Illinois School Code, and inform the school of any absences and the causes of such absences. A telephone call by the parent or guardian is required on the first day and each subsequent day of absence or tardiness. A written excuse signed by the parent/guardian may also be required upon the child's return to school.

ABSENTEEISM

Each building principal is responsible for maintaining an effective system for recording student absences and for encouraging students to be prompt and to attend class on a regular basis. Absences are categorized as excused or unexcused. Valid causes of absenteeism (excused), as listed in Illinois School Code are:

- Illness (including mental or behavioral health of the student).
- Observance of a religious holiday.
- Death in the immediate family.
- Family emergency.
- Circumstances that cause reasonable concern to the parent or guardian for the student's mental, emotional, or physical health or safety.
- Other situations beyond the control of the student as determined by the principal and pastor.

Additionally, a student will be excused for up to five (5) days in cases where the student's parent/guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.

To reduce or prevent excessive absenteeism, the school maintains a procedure to:

- Track and provide early identification of potentially harmful attendance practices.
- Provide a progressive, multi-level plan toward remediation of the problem; including interviewing the student, parent or guardian and any school officials who may have information about the student and his or her truancy.
- Provide supportive services to truant or chronically truant students including parent conferences, student counseling, family counseling and information about existing community services.

TRUANCY

The Catholic Schools Office considers a student who is subject to compulsory school attendance truant if he/she is absent for the school day or a portion of the school day without an excused absence. Illinois State Board of Education provides additional resources and guidelines for truancy.

CHRONIC TRUANCY

The Catholic Schools Office considers a student who is subject to compulsory school attendance a chronic or habitual truant if he/she is absent for 10% or more of regular attendance days without proper permission. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

Tardiness

Students who are not in the classroom when attendance is taken must report to the main office for a tardy slip. Students will not be marked tardy and will not need a tardy slip when buses are late.

Excessive Absence or Tardiness

Excessive absence or tardiness, can be cause for action on the part of administration. The Illinois School Code will be our guide in regard to excessive student absences. Students who are absent without valid cause 10% of our 180 regular attendance days will be considered excessively absent which may result in the student being denied credit for their courses. Parents will be required to come to school to meet with administration if their child is absent 18 days without valid cause.