

February 11, 2019



Parents and Guardians:

This year, **All Saints Catholic Academy** is making a special effort to ensure that all students fully benefit from their education by attending school on time and regularly. Attending school regularly helps children feel better about school—and themselves. Your student can start building this habit in preschool so they learn right away that going to school on time, every day is important. Consistent on time attendance will help children do well in all areas of school. School behaviors eventually become life, and then work habits.

DID YOU KNOW?

- Starting in preschool, too many tardies and absences (excused and unexcused) can cause children to fall behind in all aspects of school.
- Students can fall behind even if they miss one or two days every few weeks.
- Being late to school contributes to poor attendance and grades.
- Tardies and absences affect the whole classroom when the teacher has to slow down/interrupt learning to help tardy students and those that fell behind with absences catch up.
- By 6th grade, absenteeism is one of three signs that a student may have poor academic performance in high school.

WHAT WE NEED FROM YOU!

We miss your student when they are gone and we value their contributions to our school. We would like you to help ensure that your student is on time (by 8:20am) and attends regularly. If your student is going to be absent, please contact the main office by 8:30am at 518-438-0066 or via email to office@ascaalbany.org.

WHAT YOU CAN DO TO HELP BE ON TIME AND AT SCHOOL DAILY:

- Set a regular bed time and morning routine.
- Prepare for school the night before, finishing homework and getting a good night's sleep.
- Don't let your student stay home unless they are truly sick. Keep in mind complaints of a stomach ache or headache may be a sign of anxiety and not a reason to stay home. Fevers and vomiting are two main reasons to keep your child home from school.
- Avoid appointments and extended trips when school is in session.
- Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.
- School uniforms should never keep a student home. Contact the main office for assistance.
- Talk to your student about the importance of attendance.
- Talk to your students' teachers if you notice sudden changes in behavior. These could be tied to something going on at school.

Sincerely,

A handwritten signature in black ink that reads "Ms. Johnson". The signature is written in a cursive style.

Ms. Johnson

Principal

Your signature below indicates that you have read and understand the attendance policies and procedures at All Saints Catholic Academy. More information is available in the Family & Student Handbook available at www.ascaalbany.org.

Parent/Guardian Signature _____ Date _____