

## Attendance

In the York County School Division, attendance is a key element in our students' success. The division strives to support the community and families to help foster each child's achievement. **It is our mission at BMES to have each student not miss more than 10% of their school year.**

Unexcused vs. Excused Absences	
<ul style="list-style-type: none"><li>• An <i>unexcused</i> absence is any absence that does not have a documented reason.</li><li>• Any absence that does not meet the criteria for excusable reasons. (see right)</li></ul>	<ul style="list-style-type: none"><li>• An <i>excused</i> absence is when the parent provides documentation to the school attendance officer within 72 hours of the absence.</li><li>• The reason for absence falls under one of the following categories: illness, death in the family, funeral, legal obligations, suspensions, religious observances, military obligations, injury, medical procedures, doctor appointments, and/or exceptional circumstances as determined by the building principal.</li></ul>

## Make-up Work

- Upon an approval of an excused absence, parents/guardians should give teachers 24 hours' notice to have their child's assignments.
- Students are not allowed to make up any daily work or assessments missed during unexcused absences or unexcused tardies. This could potentially have a negative impact on their grade.

## Policy

- Written documentation is required to excuse any absence. In your notes, please make sure to have:
  - Student first and last name & grade level
  - The date of the absence
  - A **reason** for the absence
  - A parent/guardian
- You may send your notes to the main office or email directions to: [bmeattendance@ycsd.york.va.us](mailto:bmeattendance@ycsd.york.va.us)
- If a student accumulates excessive (10 or more) absences, a physician's note may be required.

