

CAWHI Attendance Policy: (Effective August 2026)

The Christian Academy of Winter Haven, Inc., takes pride in offering quality education to all students and believes regular school attendance is essential to educational success.

Florida Law requires all children between the ages of 6 and 16 to attend school regularly. Students between 16 and 18 years of age must regularly attend school unless the parent and the student have formally terminated school by completing the Declaration of Intent to Terminate School Enrollment form and participating in an exit interview.

Parents and students are responsible for attendance, which is required of all students during the days and hours of school in session. The parent or legal guardian shall report an absence to the school as soon as possible. Failure to report and explain the absence(s) will result in an unexcused absence(s). If your child is sick or has a doctor's appointment, it's very important to call or email the school and let us know that your child will not attend that day. When the student returns to school, a note from the parent/guardian or the doctor must be submitted or emailed to the front office @cawhi528@thecawinc.net. Our school reserves the right to verify any such statements and investigate the cause of each single absence.

Please Note: The policies will be strongly enforced:

Students who miss forty (40) days or more in a school year may be retained in the current grade. If a student misses ten (10) days per quarter, he or she may fail that quarter.

Tardies: It is important to remember that a student is tardy if he or she arrives after **8:01 a.m.** Three (3) unexcused tardies equal one (1) unexcused absence.

Absences:

Students will be given 3 days to make up any assignment(s) missed due to excused absences. The superintendent or principal may grant extensions to the make-up time limit for extenuating circumstances.

Reasonable excuses for school absences:

- Medical evidence must be presented to the school in writing, justifying a specific number of days absent.
- Approved absences for school activities by the superintendent or principal.
- Personal illness of the student (the superintendent or principal may require medical evidence for absences exceeding 5 consecutive days).
- Illness due to COVID-19 or severe symptoms (provide written positive results) of another contagious outbreak.
- Court appearance of the student, subpoena by a law enforcement agency, or mandatory court appearance.

- A health care provider’s written statement of the medical appointment(s) with date and time to submit to the school.
- Any other absence requires prior approval of the superintendent or principal.
- Death in the immediate family.
- Observance of a religious service when mandated for members of the same faith.
- Educational enrichment activity that’s not a school-sponsored event, as determined and approved by the superintendent or principal.
- Appointments for medical services provided by a licensed health care practitioner or behavior analyst certified pursuant to Florida law for the treatment of disorders, including but not limited to, applied behavioral analysis, speech therapy, and occupational therapy.
- Other individual student absences beyond the control of the parent or student, as determined and approved by the superintendent or principal, will require documentation related to the condition.

Unexcused absences include absences due to:

- Vacations, personal, non-school-related events, programs, or sports activities.
- Older students providing day care services for siblings.
- Illness of others, unless due to a viral or contagious sickness
- Absences due to non-payment of tuition
- Transportation issues

Failure to provide required documentation within 5 school days upon student return to school will result in an unexcused absence.

Any student who fails to attend scheduled class(es) and has no excuse for his or her absence(s) will be referred to the superintendent or principal. Disciplinary action will consist of notification to the parent(s) or guardian(s), and a meeting with the attendance team to develop an intervention plan that the parent and student must meet.

(Parent Signature)

(Date)