



## SYP Student Attendance Policy

The School for Young Performers is unique in that it provides its students with a rigorous preparatory education while they pursue their careers. We understand that on occasion students must be absent from school and may need to arrive late or leave early to fulfill professional commitments. We accommodate these professional obligations on a regular basis; however, to provide this flexibility, we need to be informed, in advance, if students will be absent, late, or need early dismissal. That said, SYP believes students need to attend class as much as possible to obtain the highest quality education.

### Guidelines

**To request a planned (excused) absence and/or schedule modification:** please email the Head of School ([iris@schoolforyoungperformers.org](mailto:iris@schoolforyoungperformers.org)) with the requested dates and the reason(s) for the request as soon as you have a request in mind. This will ensure teaching staff can be notified in enough time to adjust assignments and modify their own schedules. In the event of a lengthy absence (i.e. 3 days or more), the student's school year will be adjusted accordingly; however, this type of request must be given in writing in advance of the requested dates (exception is sustained illness, per doctor recommendation to postpone schooling for a determined length of time).

**For an unplanned (unexcused) absence:** please email the Head of School and include any instructors that would be teaching on the day(s) of absence.

Any long-term or repeated unexcused absences may require additional documentation, an extended school year calendar and/or disciplinary action at the discretion of the Head of School.

### Planned Absences (Excused)

- Vacation
- Death in the family
- Religious observance
- College Visits
- Professional performance, rehearsal, or audition
- Professional sporting match, practice, or tryout
- Other professional work engagement
- Testing, evaluation, or planned doctor's appointments
- Sustained illness that has been documented by a doctor (i.e. note, re: specific illness)

### Unplanned Absences (Unexcused)

All absences and tardiness not mentioned above, including but not limited to the following, shall be considered unexcused:

- Unplanned sick days
- Extension of scheduled school vacation days
- Oversleeping
- Unplanned doctor and dentist appointments
- Other tardiness