

WTS Attendance Policy



Excused Absences

- Please be sure to communicate with your child's teacher when a child is sick, has a family emergency, etc.
- Parents are required to provide a doctor's note or written documentation to the teachers or site administrator regarding the child's absence(s).

Unexcused Absences

- If a child misses 3 or more consecutive days, the teacher or site administrator will reach out to the family to discuss absences and determine the child's status in the program.
- If a child misses 5 consecutive days, if the teacher or site administrator has been unsuccessful in multiple attempts to reach the family; the teacher or site administrator will send a final contact via email and copy the WTS Enrollment Coordinator indicating that they will need to inform the site administrator or teacher within 24 hours with a decision on if the child will continue in the program or not. The family will be informed that if a response is not received within 24 hours their child's slot is at risk of being forfeited.
- If a child misses 10 school days in a month, he/she will forfeit their slot and will be exited from the WTS program. The site administrator must inform the WTS Enrollment Coordinator when a child has missed 10 school days.

Attendance Exceptions

- Illness, hospitalization, military leave, a family emergency, crisis requiring family travel, or
 - For natural disasters such as hurricanes, tornadoes, flooding, or
 - Other conditions that require the Wake ThreeSchool site to close due to damages (i.e., fire, water, damage, loss of heating/air, etc.),
 - Extended family vacation
 - Each WTS child is eligible for excused absences for up to five (5) consecutive school days for an extended vacation. Each child is eligible for one (1) extended family vacation per WTS school year.
 - Written notice should be provided to the WTS site at least one week in advance, noting the beginning and end dates of the child's vacation-related absences.
 - Any vacation-related absences that persist longer than five days will jeopardize the child's continued enrollment in the Wake ThreeSchool classroom.
- **Note: It is imperative that you provide consistent communication with the site administrator or teacher regarding your child's attendance to maintain their slot in the WTS program.**

Find out more information regarding Wrap Around Care & Transportation at your assigned site

