



Curaçao American Preparatory School

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Website www.curprep.com

CAPS Attendance Policy

Your child is expected to be in school and on time for the entire duration of the day. Every absence, late arrival, and early departure has a negative effect on your child as they are missing crucial instructional and socialization time. Absences, late arrivals, and early departures are often one of the leading factors in repeating a grade level. For any absence, tardy, or early departure you need to write a letter to your child's teacher explaining the reason. Specifically, CAPS' Attendance Policy is as follows:

- If your child has 18 or more absences, they automatically qualify for being retained in their grade level for the following year. The decision as to whether your child will be held back or not will be made by the Attendance Review Committee during which you as the parent, the committee and homeroom teacher will be present.
- If your child has 20 or more absences, they automatically qualify for being un-enrolled at CAPS. The Attendance Review Committee will hold a meeting to determine your child's placement in CAPS, during which you as the parent, the committee, and the homeroom teacher will be present.
- Every 3 late arrivals or early departures equal one absence. As a courtesy, school will send you warning letters to remind you of your child's record after 3 late arrivals or early departures, 6 absences, and 12 absences. Please continue to write a letter explaining why your child has been absent, late, or needs to leave early. Each of these letters will be taken into account in the event that your child's attendance is under review.