

Heritage Christian Academy: Middle & High School Attendance Expectations

At Heritage Christian Academy, consistent attendance is an important part of helping our students be successful. When students miss school, they are not only missing assignments, but also classroom instruction, discussions, labs, group work, and opportunities to receive direct support from their teachers.

Our goal is to partner with families while also helping students grow in responsibility and ownership of their education.

SCHOOL HOURS: 8:00 AM–2:45 PM

Classes begin **promptly at 8:00 AM**. Students should be in their classroom and ready to begin class at that time, so we strongly encourage families to plan for students to arrive on campus **by 7:50am to ensure they have time to gather supplies and be in their classroom by 8:00am**.

The regular Middle & High School day ends at **2:45 PM**.

REPORTING AN ABSENCE

All student absences must be reported directly to the HCA Main Office through the school's official attendance form.

Parents should not report an absence only to a teacher or Secondary Administration. While you are always welcome to communicate with teachers regarding missed work or other circumstances, that communication does **not** replace officially reporting the absence to the Main Office.

Please report absences as soon as possible using the form below:

HCA Attendance/Absence Form:

<https://hcabothell.org/absences>

The Main Office maintains the official attendance record and will determine whether an absence is recorded as excused or unexcused.

Students are responsible for communicating with their teachers and making up assignments, assessments, and other required work following an absence.

MONITORING ATTENDANCE

HCA will monitor student attendance throughout the school year, including patterns of:

- Full-day or partial-day absences
- Tardiness
- Unexcused absences

- Excessive missed instructional time

When a pattern of absences or tardiness begins to develop, HCA will communicate with the family. Our goal is to understand the circumstances, make sure our records are accurate, and determine whether additional support is needed.

If attendance continues to be a concern, Secondary Administration may meet with the student and/or family and establish additional expectations or support.

PRE-ARRANGED ABSENCES

We understand that there may be times when families need to plan an extended absence during the school year.

When a student will be absent for **five or more school days**, families are required to complete HCA's **Pre-Arranged Absence Form**. Forms can also be found here: [Pre-Arranged Absence Form](#)

The following process must be completed:

1. The **parent/guardian completes and signs** the Pre-Arranged Absence Form.
2. The **student takes the form to each of their teachers** prior to the absence.
3. Each teacher will sign the form and may include notes regarding assignments, assessments, upcoming instruction, or other academic considerations.
4. The completed form must be submitted to **Secondary Administration at least one week prior to the first day of the planned absence**.

The purpose of this process is to make sure families, students, teachers, and administration are all aware of the extended absence and any academic responsibilities connected to it.

Failure to complete and submit the Pre-Arranged Absence Form at least one week in advance may result in the absences being recorded as unexcused.

Completing a Pre-Arranged Absence Form does not remove the student's responsibility for missed learning. Students are responsible for communicating with their teachers and completing required assignments and assessments.

OUR GOAL

Our goal is not simply to track attendance. We want our students **present, engaged, and positioned for success**.

We understand that illnesses, appointments, family circumstances, and other situations will arise throughout the year. When they do, clear communication helps us work together and support your student.

We appreciate your partnership in helping our students attend consistently, arrive on time, and make the most of each school day.