EFA New York Attendance Policy

Step 1: The registrar runs daily Unexcused Absences (AU) attendance reports and notifies the appropriate Academic Deans when an individual student meets one of the below thresholds.

Step 2: If a student has a total of 3 Unexcused Absences (AUs) for classes, advisory, or clubs, this letter is sent home by the registrar.

Step 3: If a student has a total of 5 Unexcused Absences (AUs) for classes, advisory, or clubs, the student has a meeting with the appropriate Academic Dean and this letter is sent home. The student will be restricted / gated to campus for Saturday and will serve Saturday dinner detention.

Step 4: If a student has a total of 10 Unexcused Absences (AUs) for classes, advisory, or clubs, the student has a meeting with the appropriate Academic Dean and this letter is sent home. The student will be restricted / gated to campus for the entire weekend and will serve Saturday brunch and dinner detention. Additionally, the student will no longer be allowed to participate in sports teams or off-campus field trips.

Step 5: If a student has a total of 12 Unexcused Absences (AUs) for classes, advisory, or clubs, the student has a meeting with the appropriate Academic Dean and the Assistant Head for Academics, this letter is sent home. The student will be restricted / gated to campus for the entire weekend and will serve Saturday brunch and dinner detention and Sunday brunch detention.

Step 6: If a student has a total of 15 Unexcused Absences (AUs) for classes, advisory, or clubs, the student has a meeting with the appropriate Academic Dean and the Assistant
Head for Academics or the Head of School and is expelled from EF Academy. This letter is sent home to document the expulsion.

Credit Policy:
If a student earns 10 Unexcused Absences (AUs) in any one class, the student will not earn credit for the class. At the point of reaching the 10 Unexcused Absences (AUs), the student is withdrawn from the class and placed in a study hall. This letter is sent home to document the failure of credit and the change of schedule. Note: 10 Unexcused Absences (AUs) in one class represents four weeks of class time missed.

Notes:

- The above thresholds reset in January when students return to school; however, the credit policy numbers do not reset.

- If a student fails to attend the restrictions outlined in steps 3, 4, and 5, the student will still have to serve the detentions the next weekend and will also be restricted to campus during the academic week.

- If a student is more than 20 minutes late to a class, the teacher should leave the attendance designation at Unexcused Absence (AU).