The Team Attendance Policy Builder

Make attendance expectations understandable before decisions are made.

A policy needs clear notice, authorized decisions, private review of circumstances, and a usable return route.

Example: a family reports a planned school event through the approved team channel. The authorized leader records the exception privately and explains the child's next session instruction.

01 State the expectation

Write the rule families will read.

Expected sessions

Arrival expectation

Schedule change channel

Program rule or approval owner

02 Define notice

Make the reporting duty practical.

Approved absence channel

Receiving adult role

Minimum information requested

Urgent change contact route

The Team Attendance Policy Builder / Review & follow-through

03 Review circumstances

Keep authority and privacy clear.

Exception decision role

Private review information

Authorized consequence if applicable

Family review or appeal route

04 Test and release

Check examples before publication.

Planned absence example

Sudden absence example

Approved policy version

Review date and return instruction