



POLICY STATEMENT 351

SUBJECT: Attendance

AUTHORITY: Education Act, Section 13, 14, 15, 16, 17, 27, 28, 97-150 25(1)(c) **EFFECTIVE:** January 1, 2009

RESPONSIBILITY: Principal, Director of Education **REVISED:**

REFERENCE: Education Act **PAGE:** 1 of 4

Statement:

The Superintendency recognizes that student academic success decreases and student drop-out rates increase as a result of inconsistent or infrequent attendance at school.

The Education Act refers to regular school attendance as both a duty of the pupil and an expectation on the part of the parents to cause attendance to take place. The Act recognizes that regular attendance supports the learning success of the student and contributes to the learning environment of the school. It is recognized that some students will be absent from school for valid reasons such as chronic illness or family emergencies.

The purpose of the student attendance policy is to promote regular attendance in order to develop positive lifelong learning patterns. An attendance policy is a tool to keep students in school rather than exclude them from the educational process. To that end, emphasis must continue to be placed on the development of a positive learning environment and regular communication with students and parents in promoting student attendance.

351.1 Principals shall implement Policy 351 as a means of monitoring student attendance.

351.2 Teachers shall monitor daily attendance in accordance with this policy.

351.3 As required by the Education Act all parents shall “cause his or her child to attend school as required...” 13.1 (C)

351.4 All student absences from school for any reason are to be supported by a written excuse from a parent or guardian.

351.5 As required by the Education Act it is the duty of students to, “attend school regularly and punctually”. 14.1 (A)

351.6 The following steps represent the minimum expectations for monitoring attendance at each level:

- 1) Elementary 351.7
- 2) Middle 351.8
- 3) High School 351.9

351.7 – Elementary (For the application of this policy, the school year is divided into two halves; September to January and February to June)

- i) Homeroom teacher shall monitor daily attendance and tardiness.
- ii) Homeroom teacher shall call home after a child has missed 3 days of school.
- iii) Homeroom teacher shall send a letter home to parent(s) /guardian(s) after a child has missed 5 days of school.
- iv) Homeroom teacher shall meet with parent(s)/guardian(s) once a child has missed 7 school days. A letter following the meeting will be sent home outlining the plan of action that will take place to improve attendance.
- v) Principal sends a letter home indicating that the child has now missed 10 days of school and a meeting will be held with the administration.
- vi) Principal shall meet with parent(s)/guardian(s) to review the original plan of action for the child. Amendments will be made to the plan. Academic Progress discussed.
- vii) Principal will contact Social Development (SD) once a child has missed 15 days. A copy of the referral sent to SD will be included in the letter to the parent. A copy will also be sent to the Director of Education who upon receipt of the letter will convene a meeting with the principal to discuss the case.
- viii) Parents will be required to meet with the Director of Education and the school principal at District Office.
- ix) Principal and teacher will continue to monitor attendance of the child for the remainder of the year. Follow up meetings will be held with the parent(s)/guardian(s) as needed.
- x) Teacher shall follow a similar process when tardiness becomes an issue such that student learning is impacted.

351.8 Middle School (For the application of this policy, the school year is divided into two halves; September to January and February to June)

- i) Homeroom teacher shall monitor daily attendance and tardiness.
- ii) Homeroom teacher shall call home after a child has missed 3 days of school. Teacher will also talk to the student to find out the reason(s) for the absenteeism.
- iii) Homeroom teacher shall send a letter home to parent(s)/guardian(s) after a child has missed 5 days of school.
- iv) Homeroom teacher/Team shall meet with parent(s)/guardian(s) and the student once a child has missed 7 school days. A letter following the meeting will be sent home outlining the plan of action that will take place to improve attendance.
- v) Principal sends a letter home indicating that the child has now missed 10 days of school and a meeting will be held with the administration.
- vi) Principal shall meet with parent(s)/guardian(s) to review the original plan of action for the student. Amendments will be made to the plan.
- vii) Principal will contact Social Development (SD) once a child has missed 15 days. A copy of the referral sent to SD will be included in the letter to the parent/guardian. A copy will also be sent to the Director of Education who upon receipt of the letter will convene a meeting with the principal to discuss the case.
- viii) Parents will be required to meet with the Director of Education and the school principal at District Office.
- ix) Principal and teacher will continue to monitor attendance of the child for the remainder of the year. Follow up meetings will be held with the parent(s)/guardian(s) as needed.
- x) Teacher shall follow a similar process when tardiness becomes an issue such that student learning is impacted.

357.9 High School (For the application of this policy, the school year is divided into two halves; September to January and February to June)

- i) Designated teacher monitors daily attendance and tardiness.
- ii) Designated teacher shall contact home after a student has missed 5 periods in one subject. The teacher must actually make contact with a parent/guardian.
- iii) Designated teacher shall meet with student after he/she has missed 7 periods in one subject. Prior to this meeting the teacher shall collect any data that is available for the student: marks to date, Winschool information, recent assessments, etc. A parent/guardian will be invited to this meeting.
- iv) Designated teacher and student shall devise a plan of action (see appendix) that will be followed by the student. A copy of the plan will be signed by the teacher, the student, and the parent.
- v) Student and parent/guardian will appear before the school's attendance committee once a child has missed 10 periods in one subject. At this time the plan of action may be revised.
- vi) Student will be referred to the school's Administration if attendance does not improve. The Administration will notify the Director of Education with recommendations.
- vii) The Director of Education or designate will meet with the student and parent(s) and make final decisions regarding the academic plan.
- viii) Teacher shall follow a similar process when tardiness becomes an issue such that student learning is impacted.

Pyramid of Intervention for Attendance

