



Bristol Elementary School
 9208 Main Street
 Florenceville-Bristol, New Brunswick, Canada
 E7L 2A9
"A place to learn through friendship, fun and respect"

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School Vision - To nurture thoughtful, responsible, independent 21st century learners.

Bristol Elementary School Attendance Policy

The Education Act refers to regular attendance as both a *duty of a pupil* and an *expectation on the part of the parents to ensure that attendance takes place*. This attendance policy is intended to make students accountable for absences and encourage communication between home and school when students are absent for any reason.

Parents are expected to provide a written excuse for each absence. An excuse can be provided to the main office via telephone (392-5124) or to the homeroom teacher via a written note in the student's agenda. The excuse should include the current date, the date of the absence, the reason for the absence and a signature if the excuse is in written form. Any absence that has not been accompanied by an excuse within 2 days will be recorded as unexcused.

If a student arrives late in the morning, he/she must sign in at the office. If a student is picked up by parents or guardians during the school day, the student must also sign out. (This is important for our students' safety. We need to know who is or who is not in the school at all times in case of any emergency; we need an accurate count.) In accordance with the Education Act, the following are guidelines for specific school actions after a number of absences.

4 Absences	<ol style="list-style-type: none"> 1. Homeroom teacher will make contact with home and document in Power School. (regardless of whether we have received a note from home) 2. Student may be assigned to opportunity room to catch up on classwork and assignments.
8 Absences	<ol style="list-style-type: none"> 1. Administration will generate a letter to be sent home. 2. ESS and the student's teachers will meet with parents/guardians and student to create an action plan for attendance improvement. 3. Student will be assigned to opportunity room to catch up on classwork and assignments for each absence from this date forward until the work is completed.
12 Absences	<ol style="list-style-type: none"> 1. ESS will meet with the student and parents/guardians to review the attendance improvement plan. 2. Student will be assigned to opportunity room to catch up on classwork and assignments.
16 Absences	<ol style="list-style-type: none"> 1. If the student continues to be absent after all appropriate interventions have been attempted, this student is, in effect, non-compliant with school rules. When all interventions attempted by the school have not resulted in an attendance improvement, Child Protective Services may be contacted.

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