

Attendance of Students

Background

We believe that each day counts in student attendance, we strive for 100% attendance for all students. Students will be the central focus within an engaging and relevant learning experience. The goals of education can be met only through regular and meaningful attendance. The term *Local Attendance Counsellor* as defined by the Education Act 1995 in section 161 will be a shared responsibility of the Student Support Worker, Teachers, School Administrators, Student Services Consultants, and Superintendents of Education. An investigation per Section 161 of the Education Act may be in the form of a phone call or home visit.

Roles

With the understanding that student attendance is the responsibility of the home, we will support parents and caregivers to achieve attendance of their student(s) every day.

1. Every student will attend school regularly and punctually.
2. Students and school staff will contribute to creating an engaging and welcoming school environment by engaging in discussion and planning of school attendance strategies that supports attendance by all.
3. Parents and caregivers will encourage and support regular attendance each day and contact the school if a student is unable to attend.
4. Teachers and Student Support Workers will contact parents and caregivers via telephone, home visits, or meetings in accordance with practices defined within this Administrative Procedure.
5. All schools will utilize the Student Information System tools, such as the *At Risk Dashboard*, *Log Entries* and other available information to inform and document school attendance investigations.
6. Teachers and Student Support Workers will monitor attendance and respond to absenteeism by communication with the home on a daily basis and maintain electronic daily contact logs.
7. Administrators will report on attendance data to the SCC, parents, students, and community on a regular basis.
8. The School Community Council will take steps to promote attendance and advise on responses to absenteeism.
9. School Division Superintendents will oversee shared responsibilities as defined by the term *Local Attendance Counsellor*.

Procedures

School Administration will ensure and support the following:

1. Attendance Withdrawal Reason Known

If the reason for a student withdrawal is known (e.g., moved to another Community or School) withdraw the student after 10 consecutive days of non-attendance, using the correct reason on Power School (e.g., Code 63 for moved to another Sask School).



2. Attendance Withdrawal Reason Unknown

Tier 1 (daily for all students - Attendance Risk Index of 1)

A school representative will contact the home to investigate unexcused absences on a daily basis. Records of these home contacts should be entered onto Power School's Log Entry tool. Form 341-1 Attendance Contact Log is an option at schools when this is not possible. Alternately, if services are in place to automatically notify the home in regards to absences, this will constitute contact.

Tier 2 (4 days per month absenteeism – Attendance Risk Index of 2)

A home visit or meeting with the parents or caregivers by the Student Support Worker or Teacher/designate (where no Student Support Worker exists) will be conducted and recorded when attendance issues have not been resolved, or after 4 days of unexcused absences in one month. Records of these home contacts should be entered onto Power School's Log Entry tool with involvement of the classroom teacher and/or school administrator. This process will constitute the initial stages of investigation in relation to the Ministry of Education's Registrar's Handbook *Appendix F*.

Tier 3 (15 consecutive days per month absenteeism - Attendance Risk Index of 3)

A school representative will refer students to the Student Services Consultants for further investigation, as needed; this will include a review of Tier 1 and 2 documentations. For situations that are not rectified, the School Superintendent will continue the investigation in consultation with those who are necessary to determine a course of action including those in section 157 of the Education Act, 1995. This decision and documentation will be placed onto the Student Information System by the Superintendent or a school representative.

Tier 4 (20 consecutive days per month absenteeism - Attendance Risk Index of 4)

Once a student has not attended for 20 consecutive days, the Tier 3 Investigation has not resulted in student improvement and no further avenues of improvement have been identified then the student will be withdrawn from the Provincial Student Data System using the appropriate withdrawal reason (enrolment outcome) code. This withdrawal will be back-dated to the initial date of the consecutive absences. This action results in the student appearing on the school level Not Re-Enrolled Report. It is recommended to utilize withdrawal code 61- "Discontinued Schooling –monitoring" for students with whom you have contact but who are not attending (truant); unless a more appropriate code is available. Students withdrawn and not re-enrolled will be placed on the monthly monitored Not Re-Enrolled Report (obtained from the Ministry of Education) to ensure that monitoring of the situation continues.

Tier 5 (Division Support)

- The Not Re-Enrolled Report will be utilized by the Student Services Consultant and shared with the schools to allow for final contact with the family or caregivers. This process will help to determine if the investigation is to continue.
- Prior to finalizing the investigation, the School Superintendent will consult with the Director of Education to determine whether to continue or terminate the investigation.
- Once the investigation has deemed to be complete, and all resources and efforts have been exhausted, at the school and division level; the Ministry of Education Student Records will be notified to remove the student from Not Re-Enrolled Report. Every effort should be made to follow up on student absenteeism, even after being withdrawn from the system.

Reference: Sections 85, 87, 108, 109, 141, 142, 146, 156, 157, 158, 159, 160, 161, 162, 175 Education Act

ALSO SEE: Form341-1 Attendance Contact Log

