

Attendance of Students

Background

Given that everyday 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, 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 every day.

1. Every student will attend school regularly and punctually
2. Students will contribute to creating an engaging and welcoming school environment by engaging in discussion and planning of school attendance strategies
3. Students will contribute to a school environment that supports attendance by all
4. Parents will encourage and support regular attendance each day
5. Parents and caregivers will contact the school if the student is unable to attend
6. Teachers will create an engaging and welcoming learning environment
7. Teachers will contact parents and caregivers in accordance with practices defined at the school
8. Student Support Workers will monitor attendance and respond to absenteeism by communication with the home on a daily basis
9. Teachers will record home contact in their day books and student support workers will maintain daily contact logs
10. School staff will work together to create an engaging and welcoming school
11. Administrators, school support staff and school community will provide support for teachers
12. Administrators will report on attendance data to the SCC, parents, students, and community on a regular basis
13. School Community Councils will take steps to promote attendance and advise on responses to absenteeism
14. School Division Superintendents will be local attendance counselors supported by Student Services consultants

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Procedures

In honouring its responsibility at the school level to exhaust locally developed attendance policy and procedures for students experiencing attendance problems the Principal will ensure the following:

Tier 1 (for all students)

1. The Student Support Worker or Teacher/designate (where no Student Support Worker exists) will contact the home to investigate unexcused absences on a daily basis. The teacher will also contact the home as well where attendance issues are continuous or chronic. Records of all home contacts should be recorded on Form 341-1 Attendance Contact Log or as "Comments" on Pearson attendance. The school administrator will ensure that this is occurring and may carry out these procedures as well.

Tier 2 (4.5 days/month absenteeism)

2. A visit 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 4.5 days of unexcused in one month. To promote student engagement and build strong relationships between the school and home, involvement of the classroom teacher and/or school administrator is encouraged at this stage. The school administrator will ensure that this is occurring and may carry out these procedures as well.

Tier 3 (20 consecutive/50 absences per year)

3. The Administrator will refer students to the Student Services Consultants for further investigation. This will include a review of Tier 1 and 2 documentation to ensure that they have occurred and a home visit / phone contact. For situations that are not rectified, the Superintendent will complete the investigation with a home visit, and a consultation with those who are necessary to determine a course of action including those in section 157 of the Education Act, 195. The Superintendent will report on decision to the school administrator and Director of Education.

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