

SCHOOL ATTENDANCE AND LATE ARRIVAL POLICY

See: Battle River School Division *Administrative Procedure 330 - Student Attendance*

Regular and punctual attendance contributes significantly to students' sense of BELONGING and their ability to develop MASTERY and INDEPENDENCE through their academic success at school. According to the Education Act, children between the ages of 6 and 16 are legally required to attend school and their regular attendance is the responsibility of the parent/guardian. Achieving regular student attendance, however, should be a cooperative endeavour between parents, teachers, and school administrators and we are here to support families in achieving it.

Daily attendance is electronically recorded and will be available to parents on PowerSchool. This information will also be monitored by classroom teachers, school administration and the Family -School Liaison Worker. Attendance information will inform school-home communication when there becomes a pattern of unexcused lates or absences. Punctuality is also important for the smooth operation of the school and students are expected to be at school and in their classrooms on time.

Parents are requested to notify the school regarding each child's absence by phoning or emailing the school anytime before 8:15 a.m. to leave a message stating the reason for the absence. Parents wishing to take students early for appointments must contact the office prior to removing students from the school. The school email is chesterronning-aa@brsd.ab.ca and the phone number is 780-672-5588.

Teachers will take attendance twice daily - before 8:45 am in the morning and before 12:30 pm in the afternoon. Parents will receive an automated phone call to notify them when their child has been marked absent at morning attendance.

CRS LATE POLICY

Late arrivals disrupt the learning of all students by delaying lessons and/or interrupting learning. Furthermore, it is important for students to learn responsibility for their schedules and punctual attendance as they grow ever closer to becoming employable members of our community. At CRS, we consider students late when they arrive after the morning announcements start at 8:20 a.m.

The following procedures are to be used for all students arriving late to class:

Procedures:

1. Students arriving late are required to check in at the office and pick up a late slip
2. When students arrive late for class, the Administrative Assistant will mark them as such in the PowerSchool attendance roster.
3. If a student is chronically late, the homeroom teacher will place a phone call to the parent/guardian to develop a plan to improve punctual attendance. If unable to reach the family by phone, teachers will attempt to connect via other means such as email or classroom communication apps.

4. If the parent/guardian and the teacher are unable to develop a successful improvement plan, a school administrator will become involved.

MONITORING AND SUPPORTING ABSENTEEISM

There are many different reasons why a student may be absent from school on a given day.

At CRS, excused absences from compulsory attendance match those outlined in Section 13(5) of the School Act. These include:

- a. sickness or other unavoidable causes,
- b. religious holiday,
- c. suspension from school,
- d. expulsion from school, and
- e. legal exemption from compulsory attendance

Because of different circumstances, it can be very difficult to fit all families into a strict set of expectations for student attendance. However, the following procedures describe the general process for identifying and addressing student attendance concerns:

Procedures:

1. Teachers will place a phone call to parents/guardians when they judge consecutive unexcused absences to begin impacting student learning, academic success and/or social development. If unable to reach the family by phone, teachers will attempt to connect via other means such as email or classroom communication apps.
2. If irregular attendance persists, the school administration will become involved.
3. School administration will monitor student attendance weekly and monthly.
 - a. Students whose attendance falls below 50% in a month will have their parents/guardians contacted to discuss challenges contributing to irregular attendance and to develop a plan to get students to school.
 - b. Students whose attendance falls below 80% in a month will be referred to their homeroom teacher for school-home communication.
4. Students who have been previously identified by the classroom teacher and/or the school administrators will be monitored on a weekly basis. If attendance is not improving and the student's attendance falls below 80% in consecutive months, a formal letter of concern will be issued to the family and cced to the Chief Attendance Officer.
5. After a formal letter of concern has been issued, student attendance will be monitored on a weekly basis by school administrators. If attendance falls below 80% for a third consecutive month, they will be referred to the Chief Attendance Officer for additional steps and possible referral to the Provincial Attendance Board.