



SCHOOL ATTENDANCE POLICIES AND PROCEDURES

Regular attendance is an important component of the process of learning and the evaluation of student achievement. Education is a process. When the process and content of learning is disrupted by irregular attendance, both the individual student and her/his classmates suffer with loss of experience that cannot be entirely regained. Students who habitually miss class and are late to class will suffer in the evaluation process because their participation and achievement cannot be fully assessed.

PROCEDURES:

In the event of a **FULL DAY** absence, the **PARENT/GUARDIAN** is required to:

- Notify the Attendance Office, by phone, before 12:00 noon on the day of the absence.

SCHOOL ATTENDANCE LINE

(905) 507-6666 Press 1

24 hours/day – 7 days/week

PLEASE:

- Clearly identify and spell the student's first and last name.
- Indicate the date of the absence.
- State the reason for the absence and the relationship to the student.

*Note: If the required attendance information is **not clearly stated** on the voice mail, families can expect a follow up call from the attendance office.*

- Students who are away for an extended period of time are asked to provide a medical note.



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If a Parent/Guardian did not inform the school prior to their child's absence, the **STUDENT MUST REPORT IMMEDIATELY** to the attendance office with a **SIGNED NOTE** from the parent/guardian, explaining the reason for the absence, following their return to school. The student will receive an **admit slip** from the Attendance office to present to their classroom teachers.

Unconfirmed absence(s) without a legitimate reason will be recorded as **UNVERIFIED ABSENCE**. Students who are habitually absent, truant and/or late will be addressed as per the **Progressive Discipline Policy**.

TARDINESS:

Students are expected to arrive to school and each class on time, be in full uniform, and be prepared for the day's lesson.

- If a student arrives **LATE TO PERIOD 1, but BEFORE 9:00am**, the student is to report directly to class and the **CLASSROOM TEACHER** will record the student late.
- **AFTER 9:00am**, the **STUDENTS MUST REPORT** to the Attendance Office and sign in for the day. The student must provide a **VALID REASON** for their tardiness. Parents/ guardians may be contacted to confirm the reason for the late start if a note is **NOT** provided when signing in.
- The student will receive an **ADMIT SLIP** from the Attendance Office which is then to be shown to the student's respective teachers.

Parents/Guardians will be informed of their child's **unexplained** absences and lates through the school's **AUTODAILER** system. In addition, **TEACHERS** will use their professional judgment and contact parents/guardians when managing habitual violators of the attendance policy.

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SIGN OUT PROCEDURES:

- If a student has an appointment and is required to leave at some point during the school day, the **STUDENT MUST** obtain an admit slip from the attendance office. Students are encouraged to report to the attendance office between **7:30 - 8:00am** with a signed note from their parent/guardian to excuse them from class.
- If a student leaves school without signing out, the absence will be considered **UNVERIFIED**.
- If a student feels ill during the day, the **STUDENT MUST** sign out at the Attendance Office.

REMINDER: Continued issues with the attendance, be it absences, lates, or failing to sign out, will be considered a habitual neglect of duty on the part of the student and will be addressed by Administration as per the Progressive Discipline Policy.

PARENT EXCUSED EXTENDED ABSENCE:

The Education Act requires student under the age of 18 to attend school daily. It is highly encourage that parents plan vacations outside of assigned school days. Please refer to the Board School Year Calendar, located online, when planning holidays.

In the event a student will be absent for an extended period of time, a note from the parent/guardian is required by the attendance office at least one week prior to the absence. Students will receive an **Extended Absence Form**, which is to be completed by the student's teachers and signed off by the student, parent/ guardian, student's guidance counsellor and respective vice-principal.