



1. Purpose:

Early identification of school attendance issues is critical to a child's progress. School attendance is an issue that concerns everyone in a child's education. The Education Act states that every child must attend school from the first day in September after their sixth birthday until the last school day in June in the calendar year in which they become eighteen or until their eighteenth birthday or graduation, whichever comes first.

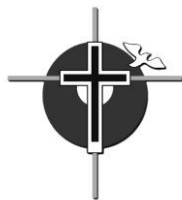
When irregular attendance is identified by school personnel, intervention at an early stage is most beneficial to both the school and child. Timing is a crucial factor. Poor attendance patterns are often developed early and the probability of successful intervention is more likely if referrals are made before the student absence becomes chronic or habitual. School teams are responsible to identify and implement strategies at an early stage that will most likely result in the desired outcome. These strategies include contact with parents, letters, meetings with the student, case conferences with student and family, changes to timetable, referral to student support worker for skill building, referrals to community agencies.

Early written referrals to the Behaviour Crisis Consultant (BCC) enable them to determine and deal with underlying causes of the attendance problem before it becomes an entrenched behaviour.

Administrators should refer to the Attendance Binder for detailed description of the process.

2. Procedure:

To track student attendance efficiently and consistently across the Board in the student registers.



School Attendance Codes

School Code	Title	Ministry Code	Explanation
A	Absent	A	<ul style="list-style-type: none">• If student is away without any explanation or reason• Student is attending ABLE/SAL and is not in attendance with no reason
B	Bus Late	L	<ul style="list-style-type: none">• If students are late because of bus problem
E	Excused	G	<ul style="list-style-type: none">• If student has a letter explaining they will be away for a length of time and principal approves (ex: Family Vacation and school is providing program of study)• student is taking a music program outside your school and missing part of a day• for SAL students not attending on the Non-instructional program days
F	Flu	A	<ul style="list-style-type: none">• To be used to monitor number of student absent due to the Flu
G	Grant Day	G	<ul style="list-style-type: none">• To be used for Strike, Holy Day for the pupil
H	Home Instruction	P	<ul style="list-style-type: none">• Student is at home and being taught by a paid Board Employee at home
L	Late	L	<ul style="list-style-type: none">• Student is late for school
P	Present	P	<ul style="list-style-type: none">• Student is Present
R	ABLE	P	<ul style="list-style-type: none">• Student is attending the ABLE Program and is present
S	Suspension	G	<ul style="list-style-type: none">• Student has been suspended from school• Student is in ABLE Program and is not to attend program on certain days during the week
V	Verified Absent	A	<ul style="list-style-type: none">• Student is absent from school and parent has confirmed the absence or received a Medical Note from a Doctor• Student is in ABLE /SAL Programs and not attending with explanation or reason (ex: illness)
W	Inclement Weather	G	<ul style="list-style-type: none">• Students are not attending because of Inclement Weather (ex: bus cancellations, walkers)
X	Excursion	P	<ul style="list-style-type: none">• Students are away from school/classes because of the Field Trip or School Sport Event

Important

**** Attendance Notes are to be entered daily in Maplewood**