



1. Purpose:

All schools in the jurisdiction will implement a daily attendance procedure that aims to account for any pupil's unexcused absenteeism and lateness.

2. Administrative Procedure:

Attendance Procedure:

- 2.1 The classroom teacher or school secretary identifies students with an attendance concern through school register in Maplewood.
- 2.2 Parents are expected to call to inform the school if their child will be late or absent. This information is received in a daily log and recorded in Maplewood using appropriate codes.
- 2.3 Safe arrival, sign out and attendance procedures are established at each school.

3. Responding To Student Absenteeism

Principals should refer to the Attendance Procedure Handbook for specific actions.

4. Responsibilities

4.1 Parent/Guardian:

- a) Communicate planned pupil absences or lateness to the school on a timely basis.
- b) Ensure student attends school unless student is "unable to attend school by reason of sickness or other unavoidable cause."

4.2 School:

- a) Follow attendance procedure protocol as outlined in the Attendance Binder (Contact student and parents, tracking attendance, send letters, schedule meetings if necessary, establish plan, contact Board Superintendent / the Behaviour Crisis Consultant as required.)



- b) Send parent letters and Behaviour Crisis Consultant referrals as required, and maintain appropriate tracking forms.
- c) Establish if there are outside issues that need to be addressed, and provide counseling or intervention if required (i.e. depression, anxiety, abuse).
- d) Complete a copy of the Temporary Absence Form for excused absences (ATT-4) found in the Attendance Procedure Handbook.

4.3 Behaviour Crisis Consultant

May provide support to school team to address attendance concerns.