



**CATHOLIC DISTRICT SCHOOL BOARD
OF EASTERN ONTARIO**

**Attendance Handbook
2021 – 2022**

Attendance Handbook

The Attendance Issue

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 and 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.

Section 21 (1) of the Education Act states:

- (a) every person who attains the age of six years on or before the first school day in September in any year shall attend an elementary or secondary school on every school day from the first school day in September in that year until the person attains the age of 18 years; and*
- (b) every person who attains the age of six years after the first school day in September in any year shall attend an elementary or secondary school on every school day from the first school day in September in the next succeeding year until the last school day in June in the year in which the person attains the age of 18 years. 2006, c. 28, s. 5 (1).*

School teams are responsible to identify and implement strategies at an early stage. These strategies can 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,
- written referral to Behaviour Crisis Consultant (BCC)

Early interventions can have significant impact on chronic or habitual absenteeism.

What would be considered as a satisfactory reason for a student's absence?

A student's absence is considered to be with a satisfactory reason if the student's absence is due to:

- Occasional illness or medical appointments
- Illness supported by a doctor's letter
- Death in the family
- Parent has written a letter requesting that their child be excused (ie: family trip)
- Student is away on a school trip
- Student is away due to extracurricular activity

When should a student's attendance be considered problematic?

Persistent absenteeism amongst students has been associated with low participation in school, low achievement levels, and an increased risk of leaving school early.

(Allensworth & Easton 2007, Balfanz & Byrnes 2012, DFE 2011)

Persistent Absenteeism is defined by the Ministry of Education as:

“any student/pupil who has missed 10% or more of school days for any reason, including unexcused or excused absences, over an academic year.”

A student's attendance is considered to be problematic when:

- absence is frequent, prolonged or unexplained
- absence begins to show a pattern
- absence begins to effect progress
- the school has not been able to contact the parent or emergency contacts (See Safe Arrival Policy)
- the parent's explanation for absence are suspect or inconsistent
- a student has missed without satisfactory excuse
 - 2 days per month or 8 high school periods per month
 - 10 percent of the school year to date
- A course is removed from the register due to 15 consecutive absences in that class

When should a student be referred to the Behaviour Crisis Consultant?

A student should be **referred in writing** (ATT – 4) by the Principal to the school's Behaviour Crisis Consultant (BCC) when:

- attempts by school personnel to improve irregular attendance have not improved a student's attendance
- the student has missed 10% of the school year to date
- the student has missed 20 non-consecutive days
- the student has missed 15 consecutive days and each subsequent 15 consecutive day periods

School and School Board Attendance Procedures/Strategies

DAILY ATTENDANCE RECORDING AND PROCEDURES DURING THE 2021 – 2022 SCHOOL YEAR

Student	Procedure
<i>Elementary students grades JK – 6 or JK - 8 schools</i>	<p>In-Person and Virtual School Models (synchronous)</p> <ul style="list-style-type: none"> Attendance is recorded daily in the a.m and p.m by the classroom teacher via Aspen. Students on the waiting list for the Virtual School will be registered on the home school register and will participate in the In-Person Model.
<i>Secondary students grades 7 – 12 or 9 – 12 schools</i>	<p>In-Person Model (synchronous) Grade 7 – 8</p> <ul style="list-style-type: none"> Grade 7 – 8: Attendance is recorded in the a.m and p.m. via Aspen. Students on the waiting list for the Virtual School will be registered on the home school register. <hr/> <p>In-Person and Remote Learning Models (synchronous) for grades 9 – 12</p> <ul style="list-style-type: none"> Grade 9 – 12: Attendance is recorded per period in a.m. and p.m. via Aspen. Parents may request that their child/children be exempted from synchronous learning.
<i>Student exempted from synchronous learning</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Parents have completed and submitted to the principal: <ul style="list-style-type: none"> the Intent for Asynchronous Learning in Virtual Schools form, or the Request for Student Exemption from Synchronous Learning in Secondary School form (for students in a 9 – 12) <input type="checkbox"/> The form is stored in the school's Monthly Enrolment Binder. A copy of the form is sent to the parents and BCC. <input type="checkbox"/> Aspen notes indicate that the student is now participating in asynchronous learning (code ASYN). <input type="checkbox"/> Students will only be recorded as present by the teacher if they have engaged with the teacher and/or submitted assignments in the given week. <input type="checkbox"/> Regular contact and feedback should be provided to these students by the teacher to ensure the student is achieving curriculum expectations.
<i>Student has pre- registered with the school but the student has not started attending</i>	<ul style="list-style-type: none"> <input type="checkbox"/> School principal will contact the parents and offer In-Person, Remote Learning (9 – 12 secondary students only) or to advise that the student is to participate in the In-Person Model while on the waiting list for the Virtual School (JK – 8). <input type="checkbox"/> As per the Enrolment Register, the student can only be placed on the current register and daily attendance recorded, if the BCC had an active attendance case (CDSBEO student was on a prolonged absence) with the BCC on June 25, 2021. Follow prolonged absence procedure. <input type="checkbox"/> If the student did not have an active attendance case with the BCC, and has not attended in-person, remotely, or asynchronously (based on option available for the grade), the student is inactive in Aspen and attendance is NOT taken. <input type="checkbox"/> As per the Enrolment Register, prior to the student being demitted, a call must be made by the school principal to child welfare or other community agencies to inquire about change of address and/or to report any concerns.

	<ul style="list-style-type: none"> □ The school principal shall request that the BCC become involved in an attendance/re-engagement/wellness role if the school principal has not been able to make contact.
<i>Student has not registered in a school and the board still holds the OSR</i>	<ul style="list-style-type: none"> • If the student was registered in the school or in a school of the board the previous year (i.e: transition from grade 6 to 7, transition from grade 8 -9, family move), the school principal which still maintains the OSR will coordinate with the principal of the identified receiving school to coordinate contacts with the family. All contacts and attempts to contact are to be recorded. • As per the Enrolment Register, the student can only be placed on the register and daily attendance recorded, if the BCC had an active attendance case (CDSBEO student was on a prolonged absence) with the BCC on June 25, 2021. Follow prolonged absence procedure. • If the student did not have an active attendance case with the BCC, and has not attended in-person, remotely, or asynchronously, the student is inactive in Aspen and attendance is NOT taken. • The principal shall request that the BCC become involved in an attendance/re-engagement/wellness role if the school principal has not been able to make contact.

School and School Board Attendance Procedures/Strategies

Phase I-II-III-IV NON-CONSECUTIVE ABSENCES

Policy/Phase	Details
<i>Safe Arrival School Policy</i>	<input type="checkbox"/> School secretary tracks students' attendance in Aspen. <input type="checkbox"/> School secretary indicates reason for absence in Aspen. <input type="checkbox"/> School secretary advises principal of students' unexcused absences without satisfactory excuse at each phase as per board policy.
<i>Phase I 7 Non-Consecutive Days Absent</i>	<input type="checkbox"/> Principal is informed of student's absences and reason for absences. <input type="checkbox"/> Principal or designate contacts the home to discuss reasons for absenteeism and problem solve around issues. <input type="checkbox"/> A plan is developed to address absenteeism concerns. Examples: <ul style="list-style-type: none"> ○ Regular contacts with the home (student, parent) and school team (administration, teachers, support staff). ○ Monitoring of attendance ○ Referral to resource, guidance, student success and/or SSW ○ Changes to timetable, incentive program, engaging in school activities, teams/clubs ○ Community referrals if needed <input type="checkbox"/> Principal may request a case conference.
<i>Phase II 10 Non-Consecutive Days Absent</i>	<input type="checkbox"/> Secretary advises principal that student has now missed 10 days. <input type="checkbox"/> Principal sends home Phase II attendance letter (generated in Aspen). Copy of the letter is sent to school's Superintendent and BCC. <input type="checkbox"/> Principal contacts the home and requests a case conference. <input type="checkbox"/> Case conference is held, and more strategies are implemented to try to address attendance concerns.
<i>Phase III 15 Non-Consecutive Days Absent</i>	<input type="checkbox"/> Secretary advises principal that student has now missed 15 days. <input type="checkbox"/> Principal sends home Phase III attendance letter (generated in Aspen) that outlines education act requirements and possible consequences. Copy of the letter is sent to school's Superintendent and BCC. <input type="checkbox"/> Principal contacts the home and requests a case conference. <input type="checkbox"/> Case conference is held, and additional strategies are implemented to try to address attendance concerns. <ul style="list-style-type: none"> ○ Changes/modifications to academic program ○ School board and/or community referrals ○ Home visits ○ Regular case conferences to monitor attendance and strategies. <input type="checkbox"/> Principal may consult with Behaviour Crisis Consultant (BCC).
<i>Phase IV 20 Non-Consecutive Days Absent</i>	<input type="checkbox"/> Principal sends Referral to Behaviour Crisis Consultant for Attendance Concerns (ATT-3). <input type="checkbox"/> BCC consults with Principal and school team.

School and School Board Attendance Procedures/Strategies

PROLONGED ABSENCE - 15, 30, 45 OR 60 CONSECUTIVE DAYS ABSENT

PROLONGED ABSENCE – PART TIME SAL STUDENTS

If the pupil is not of compulsory school age, a referral to the attendance counsellor is not required, OR

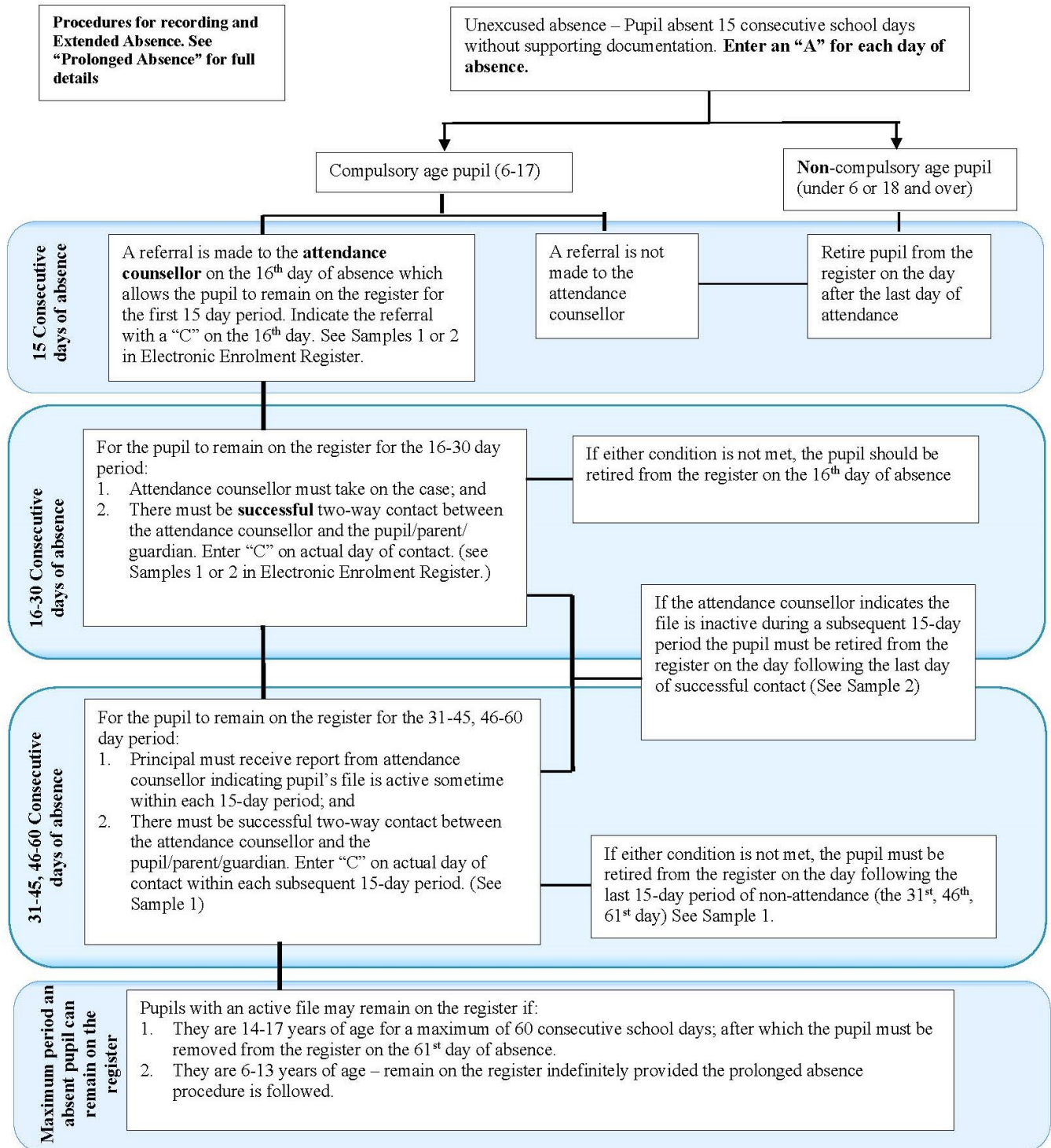
If the pupil is of compulsory school age and a referral is NOT made to the attendance counsellor on the 16th day of consecutive absence, proceed as follows:

- ☐ Retire the pupil from the register on the day immediately after the last day of attendance.

Student	Procedure
<i>Part-time SAL student (no courses in SAL Plan)</i>	<input type="checkbox"/> If a student does not have courses as part of their SAL Plan and stops participating in their SAL program activities and there is no successful two-way communication between the pupil and the primary contact during the 30 day calendar period, the principal must refer the case to the attendance counselor in writing 16 days after the missed appointment with the primary contact. Prolonged absence procedure listed below to be followed.
<i>Student has been absent for 15 consecutive days</i> Phase I, II, & III strategies have been implemented but student has now missed 15 <u>consecutive</u> day.	Register Regulations <ul style="list-style-type: none"> <input type="checkbox"/> Attendance Secretary advises principal/vice principal of student's 15th consecutive day of absence before the end of the day. <input type="checkbox"/> On the morning of day 16, principal/vice-principal completes the Referral to BCC for attendance Concerns (ATT-3). <input type="checkbox"/> Form is scanned to email and sent to BCC. The principal/vice-principal indicates in the subject line 15 consecutive day referral. <input type="checkbox"/> Original is filed in Monthly Enrolment Binder (this is where doctor notes and register are filed). <input type="checkbox"/> The BCC emails Prolonged Absence Report (ATT-4) acknowledging that he/she has received and accepted the referral. The form is filed in the Monthly Enrolment Binder. The student is to remain on the register for a 15 day period (day 16 – 30). The BCC documents this information in Aspen notes and selects C (in order code section) and chooses Absence Counselling under reason in both the a.m. and p.m. blocks) <input type="checkbox"/> BCC documents the date(s) of successful contact in Aspen notes and emails the Prolonged Absence Report (ATT – 4) to the school on day 31, 46 and/or 61. <input type="checkbox"/> There must be successful two-way contact/communication between the BCC and the student and/or parent during this period. BCC documents the date(s) of successful contact in Aspen Notes. <input type="checkbox"/> If the BCC does not make contact with the parent and/or student during the 15 day period, the student is retired from the register on day 16. <input type="checkbox"/> Principal/vice-principal or school secretary advises BCC if student returns to school or new information is obtained. <input type="checkbox"/> Supervised Alternative Learning Program may be considered as an option.
<i>Student has been absent 30, 45 or 60 consecutive days</i>	<ul style="list-style-type: none"> <input type="checkbox"/> A referral to the BCC is required for EACH 15 consecutive day period. <input type="checkbox"/> The morning of day 31, 46 or 61, the Attendance Secretary advises principal/vice-principal that student has missed 30, 45 or 60 consecutive days and the principal/vice-principal sends the referral to the BCC advising that the student has not returned to school. <input type="checkbox"/> Principal/vice-principal writes 30, 45 or 60 consecutive days referral in subject line of email. <input type="checkbox"/> The student will remain on the register if during each 15-day period the BCC advises in writing that the file is still active and that successful two way contact was made with the student and/or parent. <input type="checkbox"/> BCC documents the date(s) of successful contact in Aspen notes and emails the Prolonged Absence Report (ATT – 4) to the school. <input type="checkbox"/> Length of prolonged absences if above two conditions are met: <ul style="list-style-type: none"> <input type="checkbox"/> Students aged 6 to 13 – indefinite (until end of school year) <input type="checkbox"/> Student aged 14 to 17 – 60 consecutive days – retire on day 61 <input type="checkbox"/> If the above two conditions are not met, the student is retired from the register following the last 15-day period of none attendance (day 31, 46, 61).
<i>Removal of student's Name from the register</i>	<ul style="list-style-type: none"> <input type="checkbox"/> The principal must ensure that the attendance counsellor (BCC) is advised of the removal of the names of all such pupils from the register. <input type="checkbox"/> Even after removing pupils of compulsory age from the register, the principal must still attempt to contact the pupil and/or the pupil's parent/guardian. <ul style="list-style-type: none"> <input type="checkbox"/> If the pupil is 6-13 years of age, the school or board must continue to make successful two-way contact with the pupil or the pupil's parent or guardian every 15 days. <input type="checkbox"/> If the pupil is 14-17 years of age, the school or board is expected to contact these youth, at a minimum, before the start of every semester to encourage them to return to school. <input type="checkbox"/> If the principal is unsuccessful, it is the obligation of the school board to contact social agencies or the police to establish if there is any knowledge of the pupil's whereabouts or to confirm a change of address for the pupil if the pupil is of compulsory school age. <input type="checkbox"/> For all ages, contact the relevant social agency/emergency services if there is deemed to be concern for the pupil's safety and well being.

School and School Board Attendance Procedures/Strategies

15 CONSECUTIVE DAYS ABSENT FLOWCHART



15 CONSECUTIVE DAYS ABSENT FLOWCHART - Diagram Description:

Procedures for recording and Extended Absence. See “Prolonged Absence” for full details.

Top of chart begins with: Unexcused absence – Pupil absent 15 consecutive school days without supporting documentation. Enter an “A” for each day of absence.

15 Consecutive Days of Absence:

1. Non-compulsory age pupil (under 6 or 18 and over)
 - a. Retire pupil from the register on the day after the last day of attendance
2. Compulsory age pupil (6-17)
 - a. A referral is not made to the attendance counsellor: Go to step 1.a.
 - b. A referral is made to the attendance counsellor on the 16th day of absence which allows the pupil to remain on the register for the first 15 day period. Indicate the referral with a “C” on the 16th day. See Samples 1 or 2 in Electronic Enrolment Register. Proceed to next step.

16-30 Consecutive Days of Absence:

1. For the pupil to remain on the register for the 16-30 day period:
 - i. Attendance counsellor must take on the case; and
 - ii. There must be successful two-way contact between the attendance counsellor and the pupil/parent/ guardian. Enter “C” on actual day of contact. (see Samples 1 or 2 in Electronic Enrolment Register.)
2. If either condition is not met, the pupil should be retired from the register on the 16th day of absence.
3. If the attendance counsellor indicates the file is inactive during a subsequent 15-day period the pupil must be retired from the register on the day following the last day of successful contact (See Sample 2)

31-45, 46-60 Consecutive Days of Absence:

1. For the pupil to remain on the register for the 31-45, 46-60 day period:
 - i. Principal must receive report from attendance counsellor indicating pupil’s file is active sometime within each 15-day period; and
 - ii. There must be successful two-way contact between the attendance counsellor and the pupil/parent/guardian. Enter “C” on actual day of contact within each subsequent 15-day period. (See Sample 1)
2. If either condition is not met, the pupil must be retired from the register on the day following the last 15-day period of non-attendance (the 31st, 46th, 61st day) See Sample 1.

Maximum period an absent pupil can remain on the register:

1. Pupils with an active file may remain on the register if:
 - i. They are 14-17 years of age for a maximum of 60 consecutive school days; after which the pupil must be removed from the register on the 61st day of absence.
 - ii. They are 6-13 years of age – remain on the register indefinitely provided the prolonged absence procedure is followed.

School and School Board Attendance Procedures/Strategies

15 CONSECUTIVE ABSENCES IN ONE OR MORE COURSES

Details	Procedure
<i>Student has missed 5 consecutive classes in a course</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Once per week, the secondary school attendance secretary runs 5 consecutive classes missed in a course report and will provide a copy to the principal. <input type="checkbox"/> The principal or his designate will follow up with the student and parents to problem solve around the reason for the absence. <input type="checkbox"/> School team will monitor student's attendance in that course.
<i>Student has missed 10 consecutive classes in a course</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Once per week, the secondary school attendance secretary runs 10 consecutive classes missed in a course report and will provide a copy to the principal. <input type="checkbox"/> The principal or his designate will follow up with the student and parents to problem solve around the reason for the absence. <input type="checkbox"/> If necessary, internal referrals can be made to Guidance, Student Success, Resource or SSW for support. In some cases, the student's timetable may be changed.
<i>Student has missed 15 consecutive classes in <u>a course</u>.</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Once per week, the secondary school attendance secretary runs 15 consecutive classes missed in a course report and will provide a copy to the principal. <input type="checkbox"/> If a student has missed 15 consecutive classes in a course (without appropriate supporting documentation (doctor's note, approved Temporary Absence)), the student MUST be withdrawn from the course on the day immediately following the last day of attendance. <input type="checkbox"/> If the student no longer qualifies to be a full-time student because of this withdrawal, Aspen will automatically update the FTE of the student.
<i>Student has missed 15 consecutive classes in <u>all courses</u>.</i>	<ul style="list-style-type: none"> <input type="checkbox"/> If a student has missed 15 consecutive classes in all courses and by withdrawing them from the course(s) the student will be taken off the register completely, the classes are not removed from the register IF the principal follows the procedures under "Prolonged Absences".
<i>SAL Student has missed 15 consecutive classes in a course.</i>	<ul style="list-style-type: none"> <input type="checkbox"/> If the student is on SAL and missed 15 consecutive classes in a course, the course is removed from the register. If the student only had one course, his/her status will change to part-time as long as there is another component in the SAL Plan. <input type="checkbox"/> If a student does not have courses as part of their SAL Plan and stops participating in their SAL program activities and there is no successful two-way communication between the pupil and the primary contact during the 30-day calendar period, the principal must refer the case to the attendance counselor in writing 16 days after the missed appointment with the primary contact. Prolonged absence procedure listed below to be followed.

School and School Board Attendance Procedures/Strategies

ABSENCE DUE TO HOSPITALIZATION, ILLNESS OR ADMISSION IN A CARE AND TREATMENT FACILITY

Details	Procedure
Student has tested positive for Covid-19	<p>In a case where a student has tested positive for Covid-19, the Ministry does not require the student to provide medical documentation.</p> <ul style="list-style-type: none"> <input type="checkbox"/> If a student is asymptomatic, boards are encouraged to provide a program of study via teacher platform, which can include asynchronously (for secondary and virtual school). Code PHU-SYNC <input type="checkbox"/> In these cases, the student should be marked as Present if they are participating in the educational program provided. <input type="checkbox"/> If the student is not able to engage in remote learning, the student should be recorded as an A-E on the register (i.e., the student has symptoms).
<i>Student in hospital or off sick for a period of time</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Parent advises school that child is hospitalized or will be off sick for a period of time. <input type="checkbox"/> Should the student be off school for 15 consecutive days or more, a medical note is required to maintain the student on the register. <input type="checkbox"/> If a pupil has an IEP with medical documentation, the pupil can remain on the full-time register as long as the student has already started attending school. The medical documentation will need to indicate when the student is to be in school including the specific period of time (e.g. the number of minutes/hours per day). <input type="checkbox"/> In a case where a student has tested positive for Covid-19, the Ministry does not require the student to provide a medical note. <input type="checkbox"/> The medical note is to be filed in Monthly Enrolment Binder. <input type="checkbox"/> If the parents do not provide a medical note, the principal can refer the student to the BCC (see Prolonged Absence Procedure). <input type="checkbox"/> The principal may request that the medical note outlines the reason for absence, treatment, length of absence and tentative return date should the student be off school for an extended period of time. <input type="checkbox"/> School secretary indicates in Aspen the date the medical note was received and how long the student is to be off for and the student is marked with a G for Grant Day. <input type="checkbox"/> Principal inquires as to whether the student is able to complete academic work during this time. If yes, teachers may be asked to upload work on their teaching platform. <input type="checkbox"/> For extended absences due to illness, the principal may request home instruction from the school's superintendent of education. <input type="checkbox"/> Student remains on register.
<i>Student is admitted to the hospital's psychiatric ward where a teacher on staff supports the educational program</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Principal will advise the BCC that the student has been admitted to the hospital's psychiatric ward. <input type="checkbox"/> BCC will contact the hospital to confirm that there is educational program on site and that the student has not been placed on their education program register. <input type="checkbox"/> The student's teacher provides the academic work to the teacher on staff at the hospital. <input type="checkbox"/> The student is marked as PRESENT.
<i>Parent refuse to obtain doctor's note or sign consent form to speak with doctor for students that will be absent for an extended period of time (15 days or more)</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Principal consults with BCC. <input type="checkbox"/> Student is marked as Absent in Aspen during this time period. <input type="checkbox"/> BCC will request a case conference at school with the parent and Principal in order to obtain information and develop a plan to address this situation. BCC to provide appropriate documentation for Monthly Enrolment Binder if required. <input type="checkbox"/> Should student be absent without supporting medical documentation for 15 consecutive days follow 15 Consecutive Days Absent from Course and Prolonged Absence procedures.
<i>Student has been admitted to an Education and Community Partnership Program (ECP)</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Principal will advise BCC that the student has been admitted to an Education and Community partnership Program (ECP). <input type="checkbox"/> BCC will contact the Education and Community Partnership Program to determine the date the student was placed on their register. <input type="checkbox"/> Student to be deleted from the school's register effective that date. <input type="checkbox"/> BCC will advise Principal of next steps (school may provide work if student is in detention for a short period of time).

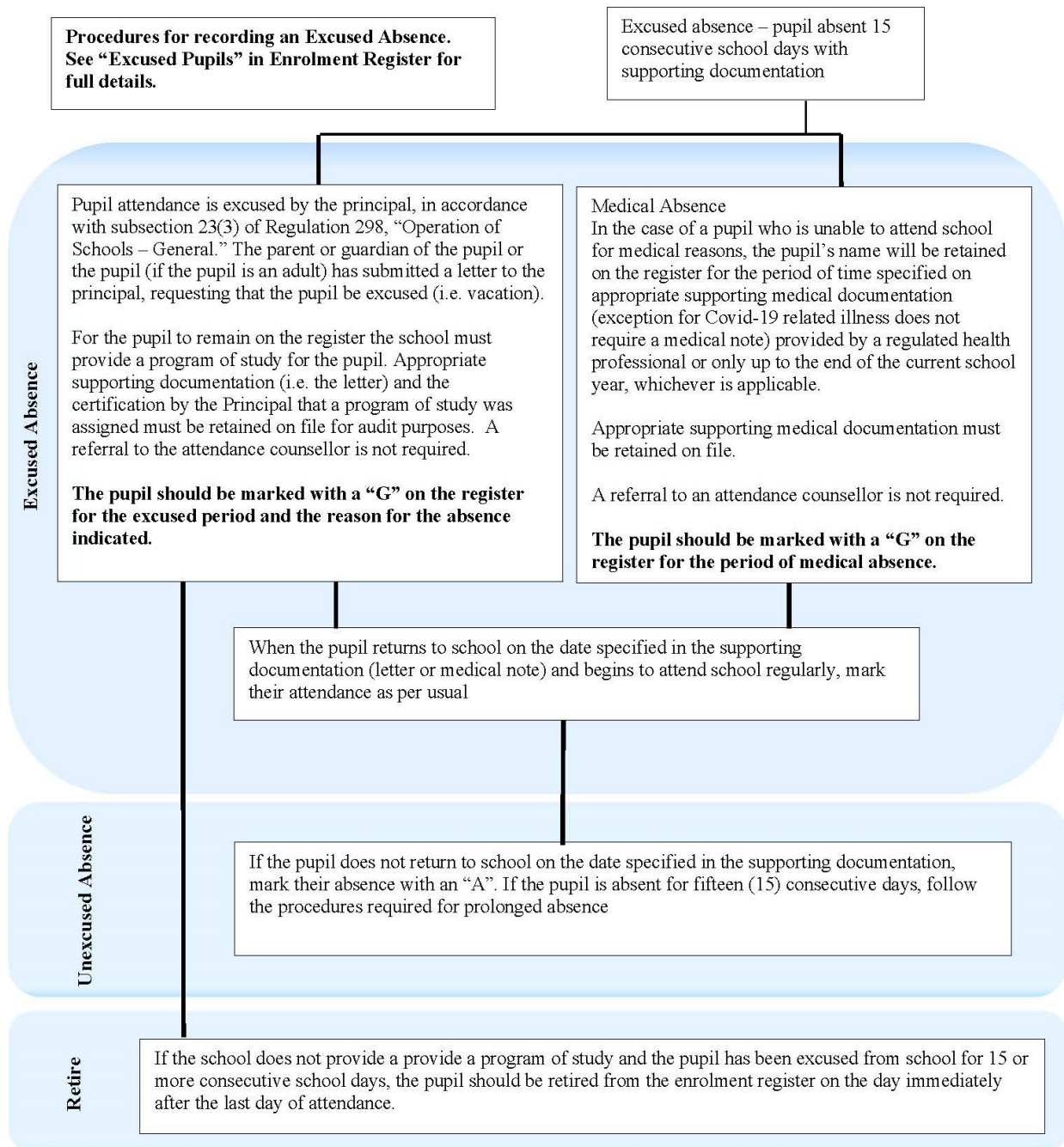
School and School Board Attendance Procedures/Strategies

TEMPORARY ABSENCE

Details	Procedure
Parents want to go on a trip or want to remove child from school temporarily	<p>Register and Regulation 298, subsection 23(3)</p> <ul style="list-style-type: none"> <input type="checkbox"/> The parent submits a letter or the Temporary Absence Form (ATT-5) to the principal requesting that the student be excused for a specific amount of time (start and end date required). The letter is to include the reason for the temporary absence (ex: vacation, family obligation, or based on principal's discretion). <input type="checkbox"/> If the Principal approves the leave, he/she signs and retains a copy of the Temporary Absence Form (ATT-5) in the Monthly Enrolment Binder. <input type="checkbox"/> Principal advises school team of temporary absence. <input type="checkbox"/> Student is marked as G for Grant Day in Aspen: <ul style="list-style-type: none"> <input type="checkbox"/> for periods of 14 consecutive days or less, <input type="checkbox"/> for periods that exceed 15 consecutive days and a program of study was provided by the teacher(s). <input type="checkbox"/> A program of study could include participation in remote learning (grades 9 – 12) or if student in grade JK – 8 is in the Virtual school. <input type="checkbox"/> If no program of student is provided and the student is away for an excess of 15 consecutive days, the student is RETIRED from the register on the day immediately after the last day of attendance. <input type="checkbox"/> School secretary indicates in Aspen that the principal approved the Temporary Absence. The note will also include the reason for the absence, the time period covered and that a program of study was provided (if applicable).
Principal is concerned about reason for temporary absence	<ul style="list-style-type: none"> <input type="checkbox"/> Principal may wish to gather additional information by having a case conference and using the case conference form to document reason for absence. <input type="checkbox"/> Principal may wish to invite the BCC to this case conference.
Student does not return	<p>Should the student not return on the date indicated on Temporary Absence Form,</p> <ul style="list-style-type: none"> <input type="checkbox"/> Principal contacts the home. Should principal not be able to contact parent or emergency contact person, he/she may advise BCC. <input type="checkbox"/> Student is marked as Absent in Aspen. <input type="checkbox"/> School secretary indicates in Aspen that student did not return to school as planned and continues to contact the home. <input type="checkbox"/> Should the student be absent for 15 consecutive days, follow the procedures under Prolonged Absence. <input type="checkbox"/> BCC to follow various strategies dependent on reason of absenteeism: (ex: calls, letters, home visit with someone from the school, case conferences, contacts/referrals with/to community services). <input type="checkbox"/> BCC to provide appropriate documentation that will be filed in Monthly Electronic Binder.

School and School Board Attendance Procedures/Strategies

PROCEDURE FOR TEMPORARY ABSENCE AND MEDICAL EXCUSAL OF STUDENTS



School and School Board Attendance Procedures/Strategies

PROCEDURE FOR TEMPORARY ABSENCE AND MEDICAL EXCUSAL OF STUDENTS FLOWCHART - Diagram Description:

Procedures for recording an Excused Absence. See “Excused Pupils” in Enrolment Register for full details. Top of chart begins with: Excused absence – pupil absent 15 consecutive school days with supporting documentation.

Excused Absence:

1. Pupil attendance is excused by the principal, in accordance with subsection 23(3) of Regulation 298, “Operation of Schools – General.” The parent or guardian of the pupil or the pupil (if the pupil is an adult) has submitted a letter to the principal, requesting that the pupil be excused (i.e. vacation).

For the pupil to remain on the register the school must provide a program of study for the pupil. Appropriate supporting documentation (i.e. the letter) and the certification by the Principal that a program of study was assigned must be retained on file for audit purposes. A referral to the attendance counsellor is not required.

The pupil should be marked with a “G” on the register for the excused period and the reason for the absence indicated.

2. Medical Absence: In the case of a pupil who is unable to attend school for medical reasons, the pupil’s name will be retained on the register for the period of time specified on appropriate supporting medical documentation (exception for Covid-19 related illness does not require a medical note) provided by a regulated health professional or only up to the end of the current school year, whichever is applicable.

Appropriate supporting medical documentation must be retained on file.

A referral to an attendance counsellor is not required.

The pupil should be marked with a “G” on the register for the period of medical absence.

3. When the pupil returns to school on the date specified in the supporting documentation (letter or medical note) and begins to attend school regularly, mark their attendance as per usual. Proceed to Unexcused Absence.

Unexcused Absence:

If the pupil does not return to school on the date specified in the supporting documentation, mark their absence with an “A”. If the pupil is absent for fifteen (15) consecutive days, follow the procedures required for prolonged absence.

Retire:

If the school does not provide a program of study and the pupil has been excused from school for 15 or more consecutive school days, the pupil should be retired from the enrolment register on the day immediately after the last day of attendance.

School and School Board Attendance Procedures/Strategies

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 If a student is awaiting results or has tested positive for covid-19 test results and is NOT participating in a program of study.
ABLE	ABLE	P	<ul style="list-style-type: none"> Student is attending the ABLE Program and is present
A-E	Verified Absent	A	<ul style="list-style-type: none"> Student is absent and parent has provided an explanation of reason for absence.
ASYN	Asynchronous	P	<ul style="list-style-type: none"> This code can only be used for students in virtual school or grade 9 – 12 students where the parents have requested Asynchronous learning. If the student submits work and/or has contact with teacher during the week they are marked as present for the week. If no contact student should be marked as absent for the week.
C	Contact	C	<p>Referral to BCC for 15 consecutive days of absence</p> <ul style="list-style-type: none"> BCC will input the C code on 16th consecutive day when referral is received and accepted BCC will input Contacts with parents or student. <p>Students on SAL</p> <ul style="list-style-type: none"> The primary contact will provide documentation to the school secretary at minimum once per calendar month when they have two-way communication with the student The secretary will enter C under other codes and SAL under reason.
G	Grant (General Absence) (A reason must be selected from General Reason folder)	G	<ul style="list-style-type: none"> If parent provides letter explaining student will be away for a specific length of time (date to date) and principal approves (ex: Family Vacation) absence. Note: a program of study must be provided for absences that exceed 15 consecutive days to maintain the G school code. student is taking a music program outside your school for up a half day in any week Student is absent due to illness and medical documentation is on file (exception for Covid-19). SAL Student is participating in non-academic component of SAL Staggered Entry days for kindergarten students and during a period of staggered admission Student is participating in a field trip or school orchestrated sports trip for classes/periods that are unrelated to the trip Student is participating in Take Your Kid to Work day To be used for Strike, Holy Day for the pupil
G	Suspension	G	<ul style="list-style-type: none"> Student has been suspended from school
G	Inclement Weather	G	<ul style="list-style-type: none"> Students are not attending because of Inclement Weather (ex: bus cancellations, walkers)
G	Bus Cancellation Driver Shortage	G	<ul style="list-style-type: none"> Bus cancellation due to driver shortage Must use Bus Cancellation reason code
HI	Home Instruction	P	<ul style="list-style-type: none"> Student is at home and being taught by a paid Board Employee at home
ISD	In-School Detention	P	<ul style="list-style-type: none"> Student is serving an in-school detention for the day instead of an out of school suspension
L	Late	L	<ul style="list-style-type: none"> Student is late for school
N	Non-instructional day	N	<ul style="list-style-type: none"> Part-Time pupils who are not scheduled for classes on certain full days, mornings, or afternoons in their school cycle (for example, a pupil on a part-time, modified schedule) Pupils enrolled in Intensive Behavioural Intervention programs on specific full days or mornings or afternoon The pupil is receiving private instruction in music exceeding half of a day in any week. The pupil is receiving private training/instruction in athletics.
P	Present	P	<ul style="list-style-type: none"> Student is Present
PHU-SYNC	Health Unit Self-Isolate	P	<ul style="list-style-type: none"> Student who have been directed by the Health Unit to self-isolate and the student is accessing the teacher's team page for school work
SBA	School Activity Sporting Event	P	<ul style="list-style-type: none"> Elementary student is participating in a field trip or school-orchestrated sports Secondary student is participating in a field trip or school-orchestrated sports trip for the class/period for which the field trip is organized

Important ** Attendance Notes are to be entered daily in Aspen as to Ministry guidelines



CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO

Box 2222, 2755 Highway 43, Kemptville, Ontario K0G 1J0
Phone: (613) 258-7757 Toll-Free: 1-800-443-4562 Fax: (613) 258-7134

Referral to Behaviour Crisis Consultant for Attendance Concerns (ATT-3)

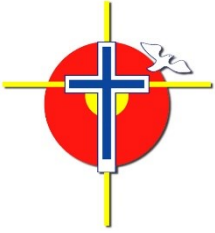
- ☐ 20 non-consecutive absences
- ☐ 15 Consecutive Days Referral
- ☐ 30 Consecutive Days Referral
- ☐ 45 Consecutive Days Referral
- ☐ 60 Consecutive Days Referral

Referral date:		Referred by:		School:	
Student's name:		Student OEN Number:		Grade:	D.O.B:
Address:			Phone number (s):		
Student resides with:					
Number of days absent to date this school year:		Number of consecutive days absent:		Date of 15, 30, 45 or 60 consecutive day absent:	
<u>Part time SAL student (no courses in SAL Plan)</u>					
Date of missed appointment with SAL Primary Contact:					
Agency /Physician/Community Involvement: (name and phone number)					
Strategies implemented by the school: (list date of meetings, letters, and other strategies attempted)					

Principal's Signature _____

Please scan and email referral form and Aspen attendance with notes to school's Behaviour Crisis Consultant.

Cc: Monthly Enrolment Binder



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PROLONGED ABSENCE REPORT (ATT-4)

Student Name: _____ Student OEN # _____
School: _____ Grade: _____ DOB: _____
Address: _____ Telephone Number: _____

15 Consecutive Days Prolonged Absence Report

This confirms that the Behaviour Crisis Consultant received and accepted the written 15 Consecutive Days Absence Referral from the principal/vice-principal on _____. While under investigation this student will remain on the register:

Please RETAIN this student on your register: FROM: _____ TO: _____

Date: _____ BCC Signature: _____

Contacts made by the BCC between day 16 and 30:	
Date	Intervention (type of contact, attempt or with who, plan etc...)

30 Consecutive Days Prolonged Absence Report

This confirms that the Behaviour Crisis Consultant has made successful contact with the student and/or parent and confirms that the file remains active (see contacts above).

___ A return to school is anticipated.

Please RETAIN student on your register FROM: _____ TO: _____

___ A return to school is NOT anticipated. Please REMOVE from register on _____

Date: _____ BCC Signature: _____

Contacts made by the BCC between day 31 and 45:	
Date	Intervention (type of contact, attempt or with who, plan etc...)

PROLONGED ABSENCE REPORT (Continued)

45 Consecutive Days Prolonged Absence Report

This confirms that the Behaviour Crisis Consultant has made successful contact with the student and/or parent and confirms that the file remains active (see contacts above).

___ A return to school is anticipated.

Please RETAIN student on your register FROM:

TO:

___ A return to school is NOT anticipated. Please REMOVE from register on _____

Date: _____

BCC Signature: _____

Contacts made by the BCC between day 46 and 60:	
Date	Intervention (type of contact, attempt or with who, plan etc...)

60 Consecutive Days Prolonged Absence Report

Although successful contact was made during the past 60 days, this student must be retired from the register after 60 consecutive school days of absence as per Ministry Guidelines.

Please remove this student as of _____ date).

Date: _____ BCC Signature: _____

Please notify the Behaviour Crisis Consultant immediately if the student returns to school, additional information is received or the student's OSR is requested.

cc: Monthly Enrolment Binder
Superintendent of Education

ATT – 4



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TEMPORARY ABSENCE FORM (ATT-5)

STUDENT NAME: _____

Date of Birth: _____

School: _____ Grade: _____

Parent/Guardian can complete this form or the letter can be attached to this form

I _____ as parent or guardian of the above-named student, request that my child be temporarily excused from school in accordance with Regulation 298 subsection 23 (3) for the following reason:

The period of absence will be from/to _____ and will encompass
_____ days of school.

Signature of Parent

Date

I, _____ (Principal) approve this request and certify that:

- ☐ The student will be away for a period of 14 consecutive days or less. The student will be maintained on the register and marked with a G Code for Grant Day.
- ☐ The student will be away for a period that exceeds 15 consecutive days and a program of study was provided by the teacher(s). The student will be maintained on the register and marked with a G Code for Grant Day.
- ☐ The student will be away for a period that exceeds 15 consecutive days and a program of study was NOT provided by the teacher(s) – Student is to be deleted from the register the day following the last day of attendance.

Signature of Principal

Date

cc: Monthly Enrolment Binder
School's Superintendent of Education

ATT- 5



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INTENT FOR ASYNCHRONOUS LEARNING IN THE VIRTUAL ELEMENTARY SCHOOL (VLES)

The _____ family has enrolled their children in the Virtual Elementary School (VLES).

Parents may apply for an exemption for their child(ren) from synchronous classroom learning in the virtual school through a written request by completing this form and submitting it to the school principal. Students who are exempted from synchronous learning will engage with course content asynchronously through the teacher's online classroom learning platform.

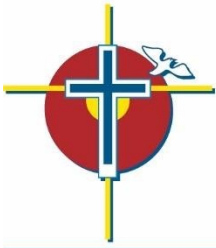
Child's Name	OEN Number

PLEASE NOTE: the following statement should be entered in ASPEN CONTACT NOTES.

Student is participating in Asynchronous Learning

Copy to be place in Monthly Enrolment Binder at the school

Copy to be sent to your BCC



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REQUEST FOR STUDENT EXEMPTION FROM SYNCHRONOUS LEARNING IN SECONDARY SCHOOLS

As part of the CDSBEO School Re-Entry Plan, grade 9 – 12 students are expected to participate in the full 300 minutes of synchronous in class learning. Parents/guardians may choose to keep their child(ren) at home in an online remote distance learning model for safety reasons – online remote distance learning will be provided for these students, at least for the first half of the 2021-22 school year.

Parents may apply for an exemption for their child(ren) from the face to face (synchronous) classroom learning portion through a written request by completing this form and submitting it to the school principal. Students who are exempted from synchronous learning will engage with course content asynchronously through the teacher's online classroom learning platform.

Date: _____

I am the parent/guardian of _____
(full name of student)

I am applying to request that my child be exempt from the in class learning option for the reason(s) set out below. I understand that my child will engage with his/her online work and course material Asynchronously.

For completion by School Principal:

This request has been received and an acknowledgment of receipt has been provided to the parent on:

Date:

Time:

PLEASE NOTE: the following statement should be entered in ASPEN CONTACT NOTES.

Student is participating in Asynchronous Learning

Copy to be place in Monthly Enrolment Binder at the school

Copy to be sent to your BCC