

St. Francis School *Attendance Policy*

Preamble:

It is important for academic, intellectual, social and emotional growth, that students attend school on a regular basis, and attend school on time and stay at school for the duration of the school day. There are always reasons for an absence or late arrival, but chronic absenteeism or habitual lateness is detrimental to students.

Children who are not in school cannot learn. Missing only 2 days of school a month or 20 days a year from Grade 1 means missing a full year of schooling by Grade 10!

Policy:

Regulation 298, The Education Act, states that, " a pupil shall . . . attend classes punctually and regularly".

In accordance with this Regulation, the principal shall report to the attendance counselor and supervisory officer, the names of any students who have not attended school regularly. *Regularly*, in this context, means, *10 consecutive days per term or 20 per school year, and/or 5 - 15 consecutive days absent, when the absence is unexplained. Chronic late arrivals*, in this context means, *10 per term, or 20 per school year.*

This policy and protocol is in accordance with the Attendance Policy of the Sudbury Catholic District School Board.

Protocol at St. Francis School:

These steps will be followed in handling any chronic attendance or lates.

classroom level of intervention

STEP 1

teacher - student
teacher - parent
parent - student

office level of intervention

STEP 2

P/VP - student
P/VP - parent, student
**(detentions served to make up for lost
time for lates)**

board level of intervention

STEP 3

Attendance Counselor - student
Attendance Counselor - parent

board level of intervention

STEP 4

Alternative programs

board level of intervention

STEP 5

Review of further strategies i.e. court