



Attendance

Administrative Procedure 1.B.40

Board Governance Policy Cross Reference: 1, 2, 3, 16

Legal Reference: Public Schools Act

Date Adopted: October 1999

Date Amended: September 2006; June 2008; September 2009; September 2014; July 2017; November 2018; January 2019; September 2019

A child is of **compulsory school age** if he or she is, at the beginning of the fall term, seven years of age or older, or is six years of age, but will turn seven on or before December 31 of that year; and is younger than 18 years of age.

Children are required to attend school from the time they reach compulsory school age until they attain the age of 18.

Every parent or legal guardian of a child of compulsory school age is responsible for sending his/her child to school.

Every student is responsible for attending school and classes regularly and on time and completing assignments and other related work as required.

The **exceptions** to compulsory attendance under the Public Schools Act are:

- a child attending a private school within the Division's boundaries,
- a child registered and receiving home schooling that has been approved by the Home Schooling Office of Education Manitoba,
- a child unable to attend by reason of sickness or other unavoidable cause,
- a child absent from school on any day regarded as a Holy day by the church or religious denomination with which the child is affiliated,
- a child who is 16 years of age or older that is enrolled in an adult learning center registered under The Adult Learning Centers Act and is taking a program of study leading to a high school diploma,
- a child who is currently suspended by the Principal,
- a child who has been expelled and has not been permitted to enrol in another school,
- a child who has received, or has completed the necessary requirements to receive, a graduation diploma or certificate of completion,
- a child who is at least 15 years of age and is participating in an activity or program provided for in the Public Schools Act.

Evergreen School Division believes that regular and punctual attendance enhances opportunities to learn by assuring that students receive maximum instructional time.

- It is the responsibility of the parent/guardian to ensure that each child attends school regularly and punctually in accordance with the provisions of The Public Schools Act and policies of Evergreen School Division.
- Students 18 years of age and older shall be responsible for their own attendance.
- The Principal is responsible for ensuring the regular reporting of attendance to parent/guardian, or to student if student is 18 years of age or older.
 - **Every** student absence will be reported to parents / guardians.
 - **Exception:** Parents have called the school in advance to explain the nature of the child's absence from school.
 - **Exception:** The student is over the age of 18 and has made written application to no longer have the parents contacted by the school.
- When attendance is taken a student is either **Absent** (not physically present) or **Present** (physically present).
- All student absenteeism (Kindergarten to Grade 12) must be verified by an explanation from the parent/guardian or designated adult. **Reasons for absence must be recorded.**
- **If absence is for medical reasons or vacation**, wherever possible, students are encouraged to continue learning while away from school. As possible, teachers will provide learning materials to students. Upon return, students need to talk to their teacher(s) to determine any meaningful work missed that needs to be completed.

For longer medical absences, arrangements for ongoing support may be provided, and/or alternate program arrangements may be considered.

The possible consequences to the student's education for extended absence due to vacation needs to be reviewed with the student's parents/guardians. Parents are strongly encouraged to arrange extended vacations during the summer, winter and spring school breaks.

- Truancy is a serious concern and breach of the Public Schools Act. Evergreen School Division will respond to truancy as per procedure **1.B.10 Truancy**.

SCHOOL RESPONSES TO STUDENT ABSENTEEISM

All absences have the potential to negatively affect learning, and thus all absences are concerning.

All absences need to be addressed with parent/guardian, regardless of reason(s) for absences. How they are addressed will vary in consideration of the individual circumstances of the child and his/her family.

The guidelines below provide reference points for school responses to absenteeism but are to be applied using discernment, compassion and professional judgment regarding appropriateness.

At Early Years Schools / Middle Years Schools:	
<p>If a student has 5 or more absences within any 2 month period.....</p>	<p>Classroom Teacher will call parent / guardian to open a discussion on their child's attendance</p> <p>Set improvement target. Follow up with an email and document in file.</p>
<p>If attendance doesn't improve in those 2 weeks....</p>	<p>Teacher will make second phone call reminding parent of plan. Follow up with an email and document in file.</p>
<p>If a student has 10 or more absences...</p>	<p>Classroom Teacher will consult with Guidance Counsellor to review attendance patterns. Inform Principal of concern and plans.</p> <p>Classroom Teacher (and other staff if desired) will meet with parent / guardian to continue the discussion on their child's attendance and set improvement target.</p> <p>Follow up with an email and document in file.</p>

<p>If a student has 12 or more absences...</p>	<p>The Classroom Teacher and Guidance Counsellor will meet with Principal to plan the next steps.</p> <p>Steps must include a letter home from the Principal:</p> <ul style="list-style-type: none">• documenting all actions to date• sharing data re: impact of non – attendance• referencing parents’ responsibility around attendance <p>A copy will be placed in student’s cumulative file.</p> <p>Steps could also include a phone call from the Principal, meeting with parent / guardian, doing a home visit, etc.</p> <p>Document actions taken.</p>
<p>If a student has 15 or more absences...</p>	<p>Principal will consult with ESD Student Services Coordinator.</p> <p>Together they will plan the next steps.</p> <p>Possible steps: meeting with parent / guardian, a home visit, involving Divisional supports, outside agencies, etc.</p> <p>Document actions taken.</p>
<p>If a student has 18 or more absences...</p>	<p>ESD Student Services Coordinator will consult Assistant Superintendent.</p> <p>Together they will make decisions around next steps.</p> <p>Steps must include a letter home from the Assistant Superintendent:</p> <ul style="list-style-type: none">• documenting all actions to date• once again sharing data re: impact of non – attendance• once again referencing parents’ responsibility around attendance <p>A copy will be placed in student’s cumulative file.</p> <p>Other steps could include phone calls, meetings, home visits, etc.</p> <p>Document actions taken.</p>

At High Schools: (NOTE: the following is based on “semester courses”; adjust as needed)	
If a student has 5 or more absences in a single course, or in a semester.....	The Teacher of that course <ul style="list-style-type: none"> • will have a conversation with student • will email parent / guardian to open a discussion on their child’s attendance, stressing the importance of regular attendance and its impact on learning • will document actions taken
If a student has 8 or more absences cumulatively in a single course, or in a semester.....	The Teacher of that course <ul style="list-style-type: none"> • will have another conversation with student • will call parent / guardian and send a follow up email • will inform Principal of concern • will document actions taken
If a student has 10 or more absences cumulatively in a single course, or in a semester.....	<p>Teacher will consult with Principal.</p> <p>Principal will review student’s attendance patterns, reasons behind absenteeism, course completion, current grades, age, etc.</p> <p>Course credit is now under review.</p> <p>Principal will send a letter home:</p> <ul style="list-style-type: none"> • documenting all actions to date • sharing data re: impact of non – attendance on high school success / life success • referencing the “truancy act” (if applicable) and parents’ responsibility around attendance • outlining possible consequences clearly (removal from course and loss of credit, disciplinary action, etc.) <p>Principal will meet with student. A Student Contract is to be drawn up that clearly outlines expectations and consequences for non – compliance. Student must sign contract. Copy to be shared with parent/guardian.</p> <p>A copy of letter and contract are to be placed in student’s cumulative file.</p> <p>Other steps could include phone calls, meetings, home visits, consultation with Divisional supports, outside agencies, etc.</p>

<p>If a student has 12 or more absences cumulatively in a single course, or in a semester.....</p>	<p>Principal will consult with Assistant Superintendent.</p> <p>Student and parent/guardian will be informed that credit has been lost and student will be removed from the course. This will be documented in a letter and a copy of letter will be placed in student's cumulative file.</p> <p>Student may initiate an appeal only if they have a passing grade in the course.</p>
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