

# **Caslan School Attendance Policy**

## **In Accordance with NLSD Administrative Procedure 330**

### **Our Philosophy**

Students need to be in school every day to ensure they achieve their maximum potential. Student attendance is a priority at Caslan School, so staff carefully monitor attendance and work with students and parents to maximize learning. The Alberta School Act and the Northern Lights School Division require attendance at school.

### **Caslan School Plan - to help increase student attendance we will:**

- Celebrate with Attendance Awards
- Carefully monitor student absences
- Systematically notify parents about absences
- Staff/Administration will make contact with home and students
- Contact Review boards as needed

### **Absences & Excuses**

When will a student be marked **absent**?

- When they don't come to school.
- When they miss more than half of the instruction time in the morning or afternoon.

When will a student be marked **late**?

- When they arrive at school between 8:50-10:31 am or 1:07-2:11 pm.
- When they leave the school early, between 10:31-12:22 pm or 2:11-3:30 pm.

What is an **excused absence**?

- Personal illness
- Doctor's appointment
- Funeral (immediate family)
- Religious holiday

What is an **unexcused absence**?

- Any reason not mentioned above.

### **Attendance Process**

1. Parents advised of policy in September and through year by school/class newsletters and website.
2. 10 days total absences – student, parents and teacher create an attendance goal.
3. 20 days total absences – student, parents and teacher create Support Plan.
4. 5 days unexcused absences – Letter #1 sent home advising parents of attendance record.
5. 10 days unexcused absences – Letter #2 sent home advising parents of attendance record.
6. 15 days unexcused absences – Letter #3 sent home advising parents of possible referral to Superintendent. Student, parents, and Student Support Team meet to create action plan.
7. 25 days unexcused absences – Letter #4 sent home stating the matter has been referred to the Superintendent.