

# 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 good and improved attendance.
- Carefully monitor student absences.
- Systematically notify parents about absences with the purpose of working together to help get their child to school.
- Staff /Administration will contact home and students.
- Contact Attendance Review Board 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 8:47-10:31 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 throughout year with school/class newsletters, Facebook and website.
2. Parents call school (780-689-2118) or use NLPS APP to inform school when student is/or will be absent.
3. Division call out system, "School Messenger", notifies parents of any unexcused absence at 9:30am and 1:30 pm.
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 and teacher calls to set up meeting to create an attendance goal in collaboration with parents and student.
6. 15 days unexcused absences – Letter #3 sent home, by Registered mail, asking parents to call school to set up meeting with student, teacher, and School Support Team to create action plan, and advising parents of possible referral to Superintendent.
7. 25 days unexcused absences – Letter #4 sent home, by signature mail, stating the matter has been referred to the Superintendent.