CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO
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BOARD ADMINISTRATIVE PROCEDURE

ADMINISTRATIVE PROCEDURE

212 Student Attendance

DIRECTIONAL POLICY

Nurturing and Protecting Catholic Education

Title of Administrative Procedure:

Student Attendance

Date Approved:

November 2024

Projected Review Date:

November 2029

Directional Policy Alignment:

The Student Attendance procedure falls under the Board's Directional Policy Nurturing and Protecting Catholic Education by ensuring an environment that is reflective of Catholic social teaching and positively contributing to the achievement and well-being of all students.

Alignment with Multi-Year Strategic Plan:

The Student Attendance procedure falls under the Board's Directional Policy Nurturing and Protecting Catholic Education by reflecting our priority of creating safe, loving, inclusive learning for all members of our Catholic schools, and to provide a school environment where students and families are supported.

CDSBEO Strategic Plan 2020-2025

Purpose

This procedure outlines the expectations for student attendance, arrival and departure, and establishes intervention and supportive strategies and best practices to address patterns of absence that impact learning, unexplained absences, prolonged absenteeism, and lateness. All CDSBEO schools will implement a daily attendance procedure to ensure a system-wide standard for safe arrival and departure and to account for any student's unexcused absenteeism and lateness.

Administrative Procedure

This Procedure applies to all CDSBEO students, parents/guardians, teaching and support staff, administrators and/or designate(s), who support student attendance procedures. The intervention and supportive strategies and best practices outlined in this procedure apply to all registered students enrolled in CDSBEO schools. The obligation of a registered student to attend school applies even if the student is not of compulsory school age (e.g., students over the age of 18).

Action Required

Student Arrival and Attendance:

- The Board recognizes that safe arrival and regular attendance are essential to the academic success and well-being of all students.
- The Board acknowledges the legal responsibility of students and their parent(s)/guardian(s) to ensure attendance and punctuality.
- Under the Education Act, section 21(1), persons of compulsory school age are mandated to attend an elementary or secondary school (or school-approved educational program) on every school day from the first school day of the academic year.
- The Board will establish and implement culturally responsive supports, intervention strategies, and best practices to encourage regular attendance and punctuality by all students who are enrolled in a school or program operated by the Board.
- The Board will report, track, and monitor student absences and lateness for in-person and virtual classroom settings.
- The Board will address patterns of absence impacting learning, prolonged and unexplained absences, as well as lateness, through timely measures or culturally responsive supports and interventions by principals, guidance counselors, classroom teachers, and other appropriate staff employed at the school or in Board departments.

Responsibilities

The Board of Trustees is responsible for:

- Ensuring alignment with the Nurturing and Protecting Catholic Education Directional Policy and reviewing this Administrative Procedure as part of its regular policy and procedures review cycle.

The Director of Education is responsible for:

- Designating resources for ensuring the implementation of and compliance with this Administrative Procedure.

Superintendents of Schools and System Portfolios are responsible for:

- Ensuring principals are consistent with the application of this Administrative Procedure.
- Ensuring that any employee for whom they have supervisory responsibility is aware of the requirements under this Administrative Procedure as required.

Principals and Vice-Principals are responsible for:

- Coordinating internal office processes regarding students' attendance, safe arrival and safe departure.
- Communicating with parents/guardians about attendance practices and expectations outlined in this procedure at the start of each school year, and as needed throughout the year.
- Overseeing how communications with parents/guardians are managed by office and teaching staff.
- Establishing processes through which Occasional Teachers have access to materials required for recording and reporting attendance.
- Being familiar with the CDSBEO Attendance Handbook which reflects the Ministry requirements for each school year.

School staff are responsible for:

- Tracking daily attendance as outlined in the Safe Arrivals Administrative Procedure.
- Establishing if there are outside issues that need to be addressed and arranging for support or intervention if required.
- Following up on student attendance issues to facilitate resolution.

Parents/Guardians are responsible for:

- Notifying the school immediately if their child is going to be absent or late for any reason.

Progress Indicators

Improved attendance outcomes for students through:

- Early identification of students with a history of lateness or absenteeism and provide targeted support.
- Implementing proactive supports or interventions to address attendance issues promptly.

Definitions

School Age - Children aged 6 to 18 must attend school in Ontario. Many children begin school in kindergarten the year they turn 4.

Safe Arrival - Safe arrival is an official protocol to alert a parent/guardian when their child has not arrived at school as expected. Together with daily attendance taking, schools use this program to account for any unexplained student absences.

References

- Safe Arrivals AP 405
- Child, Youth and Family Services Act, 2017, S.O. 2017, c. 14, Sched. 1 | ontario.ca
- Education Act, R.S.O. 1990, c. E.2 | ontario.ca, Sections 21-31
- O. Reg. 374/10 SUPERVISED ALTERNATIVE LEARNING AND OTHER EXCUSALS FROM ATTENDANCE AT SCHOOL | ontario.ca
- Policy/Program Memorandum 123 | Education in Ontario: policy and program direction | ontario.ca
- Enrolment register instructions | ontario.ca