



## **Attendance and Safe Arrival**

**Date: 2000 12 01 / 2008 05 28 / 2013 01 22 / 2022 05 31**

### **Administrative Procedures**

#### **1. Responsibilities**

The Principal:

- 1.1 Ensures that the school administrative office and teaching staff are aware of the student attendance procedures and their respective responsibilities per the Board guidelines for the recording and administration of attendance and safe arrival procedures;
- 1.2 Communicates student attendance expectations to parents/guardians/adult students, noting that regular attendance is required by law;
- 1.3 Educates the parent about the impact that the loss of instructional time will have on the student's learning and success;
- 1.4 Ensures school attendance processes are completed and records documented.

The Attendance Counsellor:

- 2.1 Adheres to a defined role outlined in the Education Act;
- 2.2 Provides the primary role of a counsellor; working with students, and facilitating with parents/guardians/adult students, administrators, staff and community partners;
- 2.3 Has jurisdiction for the enforcement of compulsory school attendance with respect to every student who is required to attend school on-site or remotely.

The Student Admissions Team/Office:

- 3.1 Provides direction, guidance and training to staff regarding attendance management and record keeping guidelines in compliance with Ministry of Education requirements and Board guidelines;
- 3.2 Conducts audit reviews to ensure safe arrival procedures are being followed and to confirm accuracy of attendance records and documentation.

Parent/Guardian/Adult Student:

- 4.1 Assures the student is punctual and attends all classes and the school is notified immediately when the student will be late or absent;
- 4.2 Provides confirmation and communicates the reasons for lateness or absence, if requested;
- 4.3 Seeks to minimize the impact that the loss of instructional time will have on the student's learning and success;
- 4.4 Relays to the student that they are required by law to attend class.



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## **2. Additional Information**

The St. Clair Catholic District School Board is committed to the principles of equity and inclusive education, consistent with our Catholic teachings, which value and promote human rights and social justice in all Board policies, programs, guidelines, operations and practices.

### **References:**

The Education Act and Regulations of the Province of Ontario  
Ministry of Education Enrolment Register Instructions  
Ministry of Education PPM 123 Safe Arrival