

Student Attendance

Did you know.....?

- All students are expected to attend school regularly (a legal requirement of the Education Act).
- Student attendance matters for academic performance. Regular attendance is directly related to academic success.
- **Parents must report all student absences, late arrivals or early departures.** School Messenger provides 3 convenient methods to do this:
 - Use your mobile device, download and install the SchoolMessenger APP.
 - Use the School Messenger portal, <https://go.schoolmessenger.ca>.
 - Call the toll-free number 1-833-337-8070 to use the automated phone system.
- A note may be brought to school when returning from an absence if a parent has not called the school. This note must be brought to the attendance secretary before returning to class. The note should state the date of the absence, the student's name and the reason for absence.
- Students who are on school property are to be in class. If a student is on school property but is not in class at the appropriate time, he/she will be deemed truant and a consequence (i.e. detention) will be issued by the Vice-Principal.
- If a student arrives late to school/class, they must go straight to class and use the classroom phone to dial "20744". They will need to leave a message with their first and last name. This will adjust their attendance from "absent" to "late" and the time of their arrival will be noted.
- Students who become ill during school hours must report to the attendance secretary and parent/guardian will be contacted for pick up.
- If a student needs to leave for an appointment or another personal reason, he/she must sign out properly at the attendance window by presenting a note or having a parent call the attendance secretary.
- Parents will receive an automated voice message/text/email in the morning and after school, if their child has missed class without a reported or excused absence.
- Family holidays should not be scheduled during school time since a student's absences may have adverse effects on his/her achievement. Students are ultimately responsible for any work missed while absent.
- Parents should also not schedule family holidays during final exams as students are expected to be present for all their exams. Any issue about exam schedules must be discussed with their Vice-Principal directly.
- If a parent/guardian/adult student needs to clear an absence for a previous day, or has additional attendance related questions or exceptions, please email sphattendance@scdsb.net or call the school at 519-336-3976 ext. 20700.