



## Lakeland Ridge School Student Attendance Policy

### Philosophy

At Lakeland Ridge School, continuous attendance is necessary to maximize student learning. In accordance with the Education Act, Section 7, and Elk Island Public Schools (EIPS) administrative procedures, with the right to an education comes the responsibility for regular attendance. Regular attendance is primarily the responsibility of the student and his/her parents or guardians.

### Responsibilities

It is the responsibility of **students:**

1. to attend school.
2. to advise their teachers when they know in advance that they will be absent from classes.
3. to complete all work that was assigned during the absences and reschedule exams if appropriate.
4. to follow the conditions of the attendance contract when applied.

It is the responsibility of **parents:**

1. to encourage their son/daughter to attend school and be informed of the school's attendance policy.
2. to inform the school's general office by phone call on the day their son/daughter is absent, or to inform the teachers and general office by note prior to an absence such as a scheduled appointment.
3. to inform the school by letter to the appropriate grade administrator of an extended leave three weeks prior to the leave.

It is the responsibility of **teachers:**

1. to inform students of the school's attendance policy.
2. to follow the school attendance recording procedures.
3. to keep accurate records of student attendance.

It is the responsibility of **administrators:**

1. to establish and administer the attendance policy and procedures.
2. to monitor student attendance as stated in the policy.
3. to inform parents of the school's attendance policy.
4. to implement the policy.
5. to administer the consequences as outline in the school behaviour plan.



## **Communication of Attendance Information**

Parents are asked to contact the school if their son/daughter will be absent from school. A message may be left if the call is placed outside of office hours. Parents are also encouraged to contact the school in advance to alert the school administration of extended periods of absence. If the school is **not** notified regarding a student absence, the appropriate school secretary will contact a parent to confirm the child's absence.

## **Excused Absences**

A student is excused from attending school on a day on which the school is open if:

- a) the student is unable to attend by reason of sickness or other unavoidable cause and is away with parent/guardian permission.
- b) the day is recognized as a religious holiday by the religious denomination to which the student belongs.
- c) the Principal of the school has suspended the student from the school and the suspension is still in effect.

## **Truancy**

Truancy is defined as absences from school that are not considered excused.

## **Consequences of Truancy and Excessive Absences**

Because regular attendance is an important element in student success, a school administrator will implement steps when it is deemed that a student's absences are affecting student progress. Steps may include in-school suspension or having the student make up time at noon.

## **Late Policy**

Students are expected to arrive before the bell in order to be ready when the class begins. Should a student arrive at school after classes have commenced in the morning or afternoon, they should report to the office. The school secretary will record the time of the late and reason (excused with parent note) or unexcused. When students arrive late to classes not occurring first in the morning or afternoon, teachers will record the late.



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Habitual and chronic lates will be dealt with on an individual basis with administrative and parental involvement.

The policy and student consequences will be reset at the beginning of each semester.