Northeastern Catholic District School Board

STUDENT ATTENDANCE
Administrative Procedure Number: APE012

POLICY STATEMENT

The Northeastern Catholic District School Board (NCDSB) is committed to providing high quality Catholic education to all learners. The NCDSB believes that regular and punctual attend essential if students are to receive the maximum benefit of a Catholic schooling experience. The NCDSB believes that the responsibility for the daily attendance of students rests with the parents and/or guardians, the student where they are of age, and school board staff.

REFERENCES

Education Act R.S.O 1990 E.2 and Part II (School Attendance)
Ontario Regulation 298
Enrolment Register Instructions for Elementary and Secondary Schools, Ministry of Ed
Municipal Freedom of Information and Protection of Privacy Act
PolC2.12 DEFINITIONS

Compulsory School Age Attendance
Subsection 21(1) of the Education Act states that children aged 6-7 must attend school, unless excused. Pupils must continue to attend school until they reach the age of 18 or they graduate, or until June 30 of the year they turn 18 years of age.

School Staff
May include and are not limited to: Principal deems appropriate.

Student Attendance
For the purposes of these procedures, student attendance refers to regular day school attendance at a Catholic elementary or secondary school.

Re-Engagement Counsellor
The Board's Re-Engagement Counsellors are appointed to fulfill the responsibility of stu
attendance counsellors as per the Education Act.

PROCEDURES

1.0 GENERAL PROVISIONS

    1.1 Supporting regular and punctual school attendance requires the cooperation and collaboration of students, families, school and board staff, and, where necessary, community services.

    1.2 All staff share in the responsibility of promoting regular and punctual attendance at school as a foundational component of enhancing student achievement. Regular communication using established platforms such as school announcem newsletters, email, and social media is an important aspect of attendance promotion. Additionally, promotion of good attendance is greatly enhanced when sc programs and extra-curricular activities are relevant and accessible to students.

2.0 RESPONSIBILITIES

    2.1 STUDENTS AND PARENTS/GUARDIANS

        i) Ensure that a student who is required to attend school under the Education Act attend school regularly and punctually.

        ii) Provide a reason for every student absence or late arrival to school personnel before the absence or late arrival, or immediately upon the student's return to school.

        iii) Parents/guardians/adult students may seek a temporary excusal for a planned student absence that will last at least 3 consecutive days. The Request for Tempor

iv) Contact a parent/guardian when a student has been recorded as absent c and a reason has not been provided by a parent/guardian;

v) Run attendance summary reports at the request of the Principal or designate, and in accordance with reporting and document retention requirements.

Principal shall respond within a tiered intervention approach as described the Attendance Concern Intervention Process (Appendix B).

iii)   Principals and V

iii) Upon receipt of an online referral for a student with 11-15 consecutive absences, the Re-Engagement Counsellor shall:
   a) Make contact with the parent/guardian regarding the reasons for absenteeism and provide support for the family to re-engage the student in an approved educational program under the Education Act
   b) Update the Principal in writing at 15-day intervals with respect to the progress of the student regarding attendance and/or the involvement of

3.4　An auto-attendance call system will be used as a first point of contact with parents/guardians to address student absenteeism or late arrival to school.

4.0　RELATED FORMS AND DOCUMENTS
FORM: Request for Temporary Excusal
DOCUMENT: Attendance Concern Intervention Process
DOCUMENT: Atten

Director of Education:　　　Tricia Stefanic Weltz
Date:　　　　　　　　　March 2024