



## **POLICY**

1. The Windsor-Essex Catholic District School Board considers regular student attendance and punctuality as a necessary and vital component of the education process from JK through completion of high school.
2. The Board acknowledges the responsibility of the parents in developing a value system that includes attendance and punctuality as fundamental to the process of learning.
3. The Board believes that daily attendance enables students to develop socialization skills and prepares them to become contributors to society.
4. The Board advocates the recognition of good attendance.
5. The Board encourages the development of intervention strategies to assist students in dealing with attendance problems.
6. The Board understands the irregular attendance or chronic absenteeism may be symptomatic of a variety of factors that differ for individual cases.

## **REGULATIONS**

Education Act, Section 21

## **PROCEDURES**

1. Student absence shall be recorded daily.
2. Attendance shall be monitored by the Principal.
3. In the event of absence from the school, parents or students (if adult) are expected to telephone the school with the reason for and the duration of the absence.
4. The school shall call the parents as soon as possible on the first day of an unexplained absence.
5. Students who arrive late shall report to the office.

6. The principal shall establish a process to deal with attendance and punctuality.
7. Irregular attendance and/or habitual absenteeism shall be reported to the Attendance Counsellor for intervention.
8. In the event that the Attendance Counsellor is unable to resolve the problem, the appropriate Superintendent of Education shall become involved in the situation.

Approved by Board: August 25, 1998

Related Policy: ST:03 Discipline/Code of Behaviour  
ST:05 Suspension  
ST:06 Suspension Appeal  
ST:07 Expulsion

Related Board Committee:

Policy Review Date: 2009