

## **C.W. Sears School Attendance Policy**

We encourage all students to attend regularly and punctually on all days that classes are in operation.

Regular and punctual attendance at C.W. Sears school involves arriving on time (in class by 8:30 am each morning) and attending all days in which classes are in session. It is understood that students may need to be absent from time to time due to illness, to attend appointments or for other emergent matters. Arriving on time ensures that students are able to fully participate in their classes morning routine and participate in our school breakfast program.

### **Absences**

Parent(s)/Guardian(s) can notify the school by note, email or telephone call when their child(ren) will be absent from school (780 662 3010 or [dcartwright@brsd.ab.ca](mailto:dcartwright@brsd.ab.ca)). The school will call to confirm absences if we have not received notification for an absent student. We wish to ensure that all children are accounted for and safe.

### **Late Arrivals**

If your child will be arriving late, please have them stop at the office to check in before proceeding to class so the attendance register can be appropriately updated.

### **Supporting Families with Attendance**

To assist families with ensuring students are attending school regularly, the following support are used at C.W. Sears School:

- Parents contact the school to inform the school/teacher of current or upcoming absences for their child
- The school Administrative Assistant contacts families daily to verify absences when notification has not been received
- Teachers enter student attendance into PowerSchool twice daily (morning and afternoon). Parents are able to view attendance information in PowerSchool.
- Teachers monitor recurring absences and contact families to follow up on excessive absences
- Teachers may refer attendance concerns to school administration for additional follow up
- In cases of excessive absences, Teachers and School Administrators will work with families to create a plan to re-establish satisfactory attendance
- After all school based remediation strategies have been exhausted, referral to the BRSD Chief Attendance Officer may occur