

Students 9110 Attendance	Administrative Application	
	Last Reviewed /Approved on:	December 17, 2025
	References:	The Education Act, 1995, Sec. 150,156-162, Sec. 175(2)(i)(l) Sec. 231(2)(f)(g) RCSD Elementary Student Attendance Manual Policy 12 – Role of the Director
	Status:	Operational

Preamble

1. We believe that parents and guardians care about their children and desire for them the most effective education possible.
2. We believe that parents and guardians are the primary teachers of their children, and that their values and beliefs play a significant role in their children's development.
3. We believe that a student who attends regularly benefits academically from direct instruction as well as from the interaction with his or her peers and teacher, especially in the social and emotional aspects of his or her development.
4. We believe that the interactive learning experiences lost due to an absence can never be replicated.
5. We believe that regular attendance and full participation in school activities helps to develop students into responsible, conscientious adults.
6. We believe that every child has a story, whether positive or negative, and if we are able to learn that story, then we are better able to help the child succeed.
7. We believe that Catholic schools exist to educate the children of Catholic ratepayers and to support the Christian faith development of a child thus supporting the Christian faith system in the home.
8. We believe that a commitment to our Catholic philosophy by a student and his or her parent or guardian directly and positively impacts a student's attendance.
9. We believe that we must, at all times, support section #150 and #156 of *The Education Act*.
10. We believe that all students can and will be successful in every class if they demonstrate the following:
 - a. Attend class regularly and punctually.
 - b. Come to school each day with a positive attitude and a willingness to work hard.

- c. Complete every assignment to the best of their ability and submit all work on time.
- d. Study and prepare for all exams.

Goals of Attendance Practices:

1. The purpose of the attendance practice is to:
 - a. Create a climate of high expectations for success,
 - b. Provide every opportunity to learn and maintain time on task, and
 - c. Develop quality relations between, students, teachers, parents and guardians.
2. Integral to these practices is the desire to:
 - a. Involve the students and the parent(s) or guardian(s) in the academic, social and emotional development of the students
 - b. Provide quality feedback to student and the parent(s) or guardian(s) regarding the attendance of the student, and
 - c. Create a fair and open process of intervention and consequences to deal with truancy and tardiness.

Application

The attendance of students shall be administered in accordance with *The Education Act and Regulations* pursuant to this application, aligned with the *RCSD Elementary Student Attendance Manual*.

1. Principals shall be responsible for establishing school-based policies, administrative procedures, and routines related to the attendance of students. School-based policies, procedures, and routines shall make provision for:
 - a. Monitoring student attendance and attendance concerns.
 - b. Reporting student absence to parents or guardians.
 - c. Parent or guardian consultation with the principal in situations involving planned or unplanned extended student absence.
 - d. Parent or guardian consultation with the principal in situations involving chronic and/or unaccountable student absence or tardiness.
2. When an elementary school student is absent without explanation, the principal, or designate, shall attempt to contact parents, guardians, or designated contact persons.