



St. André Bessette Catholic School Student Attendance Guidelines

Revised January 2019

At St. André Bessette, we take student attendance very seriously. According to Section 12(b) of the School Act, **"...students must attend school regularly and punctually."** Achievement in school is dependent on regular and punctual attendance. We know that students who attend school regularly have the opportunity to participate more fully in learning activities which increases the likelihood of successfully completing high school.

Attendance Information for Parents:

- Communicate the importance of regular school attendance to your child
- Schedule family events with our school calendar in mind
- Call the school when your child is absent – just because he/she is in high school doesn't mean we don't still track his/her attendance and want to know where he/she is.
- When possible let the school know in advance that your child will be absent
 - If there is a planned extended absence for medical reasons or for vacation, please complete this form and return it to the school
- Whenever possible try to make appointments during non-school hours on non-instructional days.
- Attendance at school functions (such as masses and assemblies) are school expectation and not optional
- If your child does not want to go to school, find out why and work with us to address these concerns
- Monitor your child's attendance regularly through the PowerSchool Parent Portal
- Help your child understand SAB's attendance guidelines

Procedure for Reporting an Absence or Late:

- When a student is absent from a class, **his /her parent or guardian MUST phone 587-744-0750 or email the school: vanessa.laybourne@eics.ab.ca before 2 PM that same day.**
- Students who are absent without an acceptable reason will have their attendance marked as **UNEXCUSED** and the parents will be notified that same day via telephone
- Students failing to comply with the School Act outlining attendance guidelines will be assigned a final grade in the course which, along with their accumulated absences will be reported to Alberta Education and recorded on their permanent academic record.
- **NOTE: Parents CANNOT call to "blanket excuse" their child from classes; this will not be supported as it impedes student learning and student success. This includes ALL students, even those 18 years and older © Thank you for helping us nurture responsible citizens!**

What is an *excused* and an *unexcused* absence?

Excused absences are when students are absent from school with a valid reason and have parental approval.

Examples of excused absences include:

- Illness
- Medical/Dental appointments
- Family emergencies
- Other reasons deemed acceptable by the school administrator

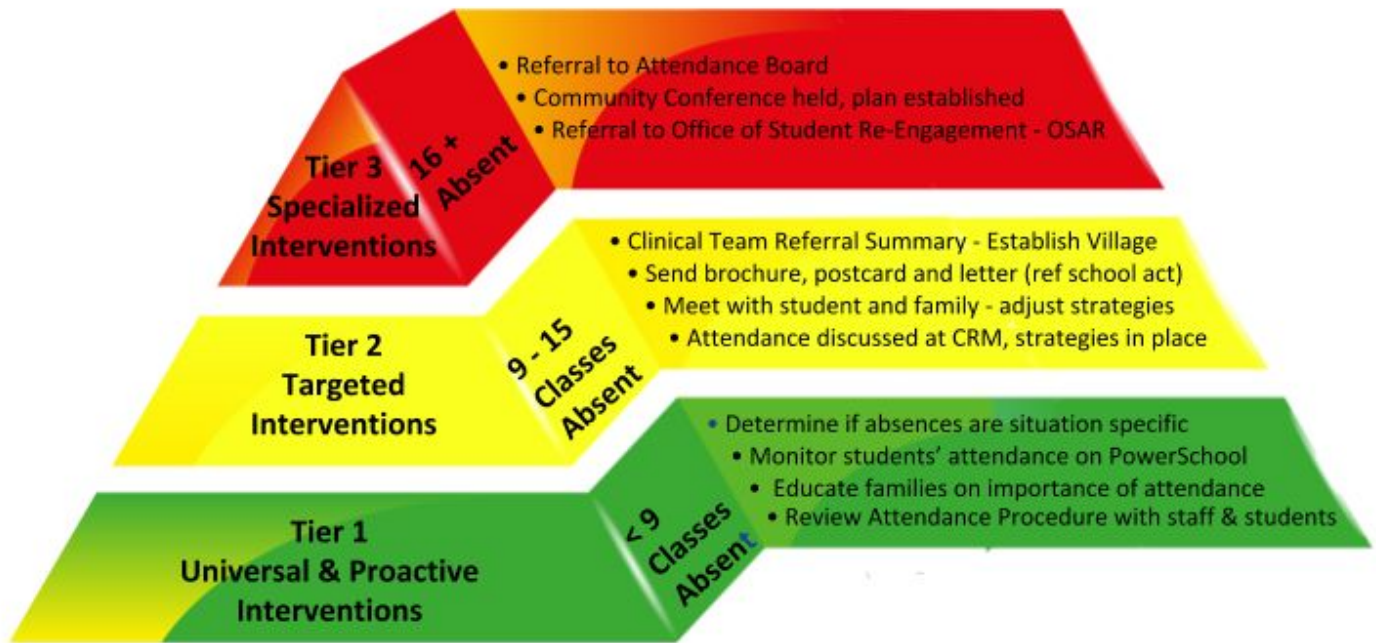
Unexcused absences are when students are absent from school without a valid excuse, with/without parental approval. Examples of unexcused absences include:

- Babysitting
- Shopping
- Skipping Class
- Sleeping in
- Out-of-town
- Missing the school bus
- Doing errands
- Hair appointments
- Missing a class to complete work for another class

Unexcused absences may result in:

- making up lost time during PLT and flex time or the student's own time, suspensions in or out of school, or other consequences at the discretion of school staff.
- Lost privileges such as extra-curricular and school activities
- Referrals to outside attendance enforcement agencies
- Finding alternate modes of delivering course work
- Removal from classes

Attendance Guidelines for students under the age of 16 – Pyramid of Supports



Attendance Guidelines for students 16 years and older – Pyramid of Supports

