

# Attendance Policy

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<b>Purpose:</b>	To state student attendance requirements at the school and the monitoring processes which enable the school to meet its regulatory requirements.
<b>Scope:</b>	To provide information to parents and teachers about the management of student attendance.
<b>Implemented by:</b>	School Principal & Teachers
<b>Approved by:</b>	CIC Board
<b>Communicated via:</b>	School website, staff induction, staff handbook, parent handbook
<b>Reviewed:</b>	Annually, after an incident, as legislative changes arise, or if improvements are identified

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Students enrolled at Corner Inlet College are expected to attend school each day on which their school program is in operation. Monitoring of school attendance enables compliance with government requirements and reporting as well as the early identification of students at academic risk from non-attendance. This policy also covers periods of mandated remote learning as well as ongoing off-site learning days.

## Parents/guardians are responsible for:

- ensuring their child(ren) attends school at all times when the school is open.
- providing an explanation on each occasion that the student is absent during normal school hours to the school as soon as is practical by phone, text or email.

## Teachers are responsible for:

- Checking the students' attendance in the morning and afternoon and marking the roll in uEducateUs, the school data management system with the correct codes for explained and unexplained late arrivals/early departures and absenteeism.

- **On The Day Unexplained Absence:** Marking the roll in uEducateUs morning and afternoon: Parents / Guardians will be automatically notified within 30 minutes of a teacher marking the roll as absent/unexplained. A parent/guardian will receive a link alerting them to their child's absence. This link will asking them to login to uEducateUs and lodge an explanation for the unexplained absence. Teachers who fail to mark the attendance roll will automatically received a reminder email, and the school Principal will automatically receive an email notification of any unmarked teacher rolls.
- Monitoring the attendance levels of students and if attendance is irregular or there are any **unexplained absences**, sending an email to the parent/guardian to notify them of same.
- Arranging a meeting with the parents if the attendance level is of an ongoing concern or there is consistent lateness.
- Documenting outcomes of discussions regarding students with excessive absences or lateness on the school data management system.
- Request School Principal to convene a second meeting if the strategies have not resolved the attendance issue.

### Administrative Team is responsible for:

- Ensuring all parent contact details remain current and accessible to Teachers via a Community Directory and the school data management system.

### Remote / Home Based Learning

The School may use a range of mechanisms to determine if students are attending in remote learning contexts, including through the student's engagement with the school's learning platform, through teachers' direct interactions with the student and through the student's submission of work.

### Related Processes and Policies

- Concerns and Complaints Policy
- Enrolment Agreement