



**MOOSONEE DISTRICT  
SCHOOL AREA BOARD**

<b>ADMINISTRATIVE PROCEDURE STUDENTS: NO. 305</b>	
Effective	February 23, 2016
Last Revised	August 20, 2023
Last Reviewed	August 20, 2023

**STUDENT ATTENDANCE**

**PURPOSE**

Each student attending Moosonee Public School has a right to an education that promotes their achievement and well-being. The Moosonee District School Area Board and its staff recognize that regular attendance is an essential component of the learning process.

Irregular attendance disrupts the processes and subject matter of instruction, and affects the well-being / engagement of the student, others in the class, and the teaching staff. Students who are frequently absent will have their ability to be evaluated accurately negatively impacted because their demonstration of learning cannot be fairly assessed.

**PROCEDURES**

**1. Compulsory School Attendance**

- 1.1. Section 21 of the Education Act states: “Every person who attains the age of six years on or before the first school day in September of any year shall attend an elementary or secondary school on every school day from the first school day in September of that year until the person attains the age of 18 years; and every person who attains the age of six years after the first school day in September of any year shall attend an elementary or secondary school on every school day from the first school day in September in the next succeeding year until the last school day in June in the year in which the person attains the age of 18 years.”
- 1.2. Where a child under compulsory school age and has been enrolled as a student in an elementary school, that child too shall attend on every school day.
- 1.3. It is essential that measures to support regular daily attendance are put in place right from the beginning of a child’s school experience. Early prevention of poor attendance, and intervention when school days are missed, will be most beneficial to the student, the family, and the school. These measures must be taken before irregular attendance becomes chronic.

**2. Roles and Responsibilities**

**2.1. The Parents/Guardians**

- a) It is the duty of the parents/guardians to ensure that the child attends school as required unless the child is legally excused.
- b) It is the duty of the parents/guardians to inform the school orally or in writing, as the principal requires, of the reason for absence when the child returns to school after an absence.
- c) Parents/guardians can support the school’s safe arrival program by communicating planned student absences or lateness to the school prior to the absence or lateness. These reports can

then be reconciled with information obtained through classroom attendance-taking procedures to identify any unexplained absences that require prompt follow-up contacts. [See Administrative Procedure 306 Safe Arrivals.]

## 2.2. The Student

- a) It is the student's duty to attend classes each day unless legally excused.
- b) Students are expected to come to school prepared, on time, and ready to learn.

## 2.3. The Principal

- a) The principal shall track the names of all students of compulsory school age who have not attended school as required.
- b) The principal shall ensure that all attempts are made to contact the home environment of students not in attendance and that this information provided is tracked in school attendance management system.
- c) The principal shall ensure that the attendance of students for every school day is recorded in the register supplied by the Minister of Education in accordance with the instructions contained therein, or in another manner that the Minister has approved.

## 3. When Attendance Excused

- 3.1. Section 22 (2) of the Education Act states: "A person is excused from attendance at school, if:
  - a) the person is receiving satisfactory instruction at home or elsewhere;
  - b) the person is unable to attend school by reason of sickness or other unavoidable cause;
  - c) transportation is not provided [as defined in this section of the Act];
  - d) the person has obtained a secondary school graduation diploma or has completed a course that gives equivalent standing;
  - e) the person is absent from school for the purpose of receiving instruction in music and the period of absence does not exceed one-half day in any week;
  - f) the person is suspended, expelled, or excluded from attendance at school under any Act or under the regulations;
  - g) the person is absent on a day regarded as a holy day by the church or religious denomination to which he or she belongs; or
  - h) the person is absent or excused as authorized under this Act and the regulations."
- 3.2. Additionally, the principal may excuse a student temporarily at the written request of the parents/guardians.
- 3.3. The principal may arrange for home instruction for a student who has a medical condition that the principal believes requires such home instruction. Home instruction is subject to the approval of the appropriate supervisory officer. The student shall be recorded as present during the period of home instruction.
- 3.4. If prolonged absence is due to medical reasons, a medical certificate shall be forwarded to the school.

**4. Suspension/Expulsion**

- 4.1. A student is excused from attendance if the student has been suspended or expelled from school under the terms of the Education Act and Administrative Procedure 378 Student Discipline: Suspension or Administrative Procedure 379 Student Discipline: Expulsion.
- 4.2. Suspension for persistent truancy may be considered by the principal after consultation with the Supervisory Officer.
- 4.3. The principal shall consult with the school attendance counsellor before proceeding with suspension for persistent truancy.

**5. Duties for Attendance**

- 5.1. The Education Act requires every school board have a main person responsible for Attendance Counsellor duties, the principal will act in this capacity and will ensure these duties are shared by the office staff team (Administrative Assistants, Well-being Counselors, Principal and Vice-Principal).
- 5.2. The principal will have responsibility for the enforcement of compulsory school attendance in respect of every child who is required to attend school.
- 5.3. The principal shall utilize the front office staff team to support the daily contact, follow-up and tracking on students not in attendance at school.
- 5.4. When needed, the principal shall provide the parents/guardians of the child not attending school with a written warning explaining the consequences of the failure to attend, and shall instruct the parents/guardians to return the child to school immediately.
- 5.5. Where the principal has reasonable and probable grounds that a child without lawful excuse is absent, the principal will initiate follow-up actions as deemed necessary to ensure the well-being of the student.
- 5.6. The principal, as part of their follow-up actions, may reach out to community organizations to support the daily attendance of students enrolled in school.

**REFERENCE DOCUMENTS**

**Legal:**

*Education Act, Section 21: Compulsory Attendance*

*Education Act, Section 25: Appointment of School Attendance Counsellor*

*Education Act, Section 26: Powers of Counsellors*

*Education Act, Section 33: Resident Pupil Qualification*

*Education Act, Section 34 (1) & (2): Kindergarten and Junior Kindergarten*

*Education Act, Section 265 Duties of Principal: Register Pupils and Record Attendance Ontario*

Regulation 298 Operation of Schools, Section 11 (11) Duties of Principals: Arrange for Home Instruction

Ontario Regulation 298 Operation of Schools, Section 23 Requirements for Pupils The Provincial Code of Conduct and School Board Codes of Conduct

Ontario Ministry of Education. Policy/Program Memorandum No. 123 Safe Arrivals

**Board:**

Board Policy GOV-09 Safe Schools: School Code of Conduct

Administrative Procedure 304 School Registration Requirements

Administrative Procedure 306 Safe Arrivals

Administrative Procedure 376: Student Discipline: Progressive Discipline

Administrative Procedure 378 Student Discipline: Suspension

Administrative Procedure 379 Student Discipline: Expulsion

Administrative Procedure 396 Supervised Alternative Learning

Administrative Procedure 398 Home Schooling