

# Toronto District School Board

Policy P085

Title: **STUDENT ATTENDANCE AND SAFE ARRIVAL**

Adopted: June 18, 2014

Revised:

Reviewed:

Authorization: Board

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## 1.0 OBJECTIVE

- 1.1 To comply with the *Education Act*, and related Ministry of Education policies in respect of student attendance in order to maximize students' academic success and well-being.
- 1.2 To establish intervention strategies and best practices to address problematic and prolonged absenteeism, and lateness.

## 2.0 RESPONSIBILITY

Director and Associate Director(s)

## 3.0 DEFINITIONS

*Problematic absence* refers to patterns and/or frequencies of absences that can impede student learning, achievement, and well-being. It may also include absences that occur on certain days or occasions (e.g., tests), or that may result from suspected bullying, anxiety, or other emotional or physical factors.

*Prolonged absence* refers to an absence of at least fifteen consecutive school days.

## 4.0 POLICY

- 4.1 The intervention strategies and best practices used to encourage regular attendance and punctuality shall apply to all students who are enrolled in a school operated by the Board. The obligation of a registered pupil to attend school applies even if the pupil is not of compulsory school age (see subsection 21(4) of the *Education Act*).
- 4.2 The Toronto District School Board recognizes that regular attendance is essential to the safety, academic success, and well-being of all students.
- 4.3 The Toronto District School Board acknowledges the legal responsibility of students and their parent(s)/guardian(s) to ensure attendance and punctuality.

- 4.4 The Toronto District School Board will report, track, and monitor student absences and lateness.
- 4.5 The Toronto District School Board will address problematic and prolonged absences, and lateness, through timely measures or interventions by principals, guidance counsellors, classroom teachers, social workers, and other appropriate staff employed at the school or in central departments.

## **5.0 INSTITUTIONAL ACCOUNTABILITY**

- 5.1 The Principal is responsible for ensuring that the attendance of students is reported, tracked, and monitored.
- 5.2 The Principal is responsible for communicating and coordinating the attendance procedures, expectation, and office protocols to staff and the school community.
- 5.3 Central Staff will work with the Principal and the appropriate Superintendent of Education to provide support in respect of any attendance-related matter that is referred to the Central Department. Designated Central Staff are authorized to fill the role of School Attendance Counsellors under the *Education Act* and may enforce attendance in accordance with the *Act*.

## **6.0 SPECIFIC DIRECTIVES**

The Director has authority to issue operational procedures to implement this policy.

## **7.0 REFERENCE DOCUMENTS**

*Education Act*, Section 21

*Child and Family Services Act*, Section 72

Policy/Program Memorandum No. 123 Safe Arrivals

Ministry Enrolment Register Instructions for Elementary and Secondary Schools

Operational Procedure PR707A: Student Attendance and Safe Arrival Procedures (Elementary)

Operational Procedure PR707B: Student Attendance and Safe Arrival Procedures (Secondary)

Operational Procedure PR554 SCH Home Instruction