



## Student Absence and Late Notification Policy

Established on Nov. 24, 2022, Reviewed on Dec 19, 2023

---

### **Purpose**

The purpose of this policy is to create clear and consistent rules regarding absenteeism at BAMS. This policy will set out the steps that parents/guardians are to take when a child is going to be absent from school, as well as the steps that staff will take in the event of an unexplained absence.

This policy is intended to ensure the safe arrival of all children expected to be in attendance at BAMS and to free staff from unnecessary worry as to the whereabouts of the children expected to be in their care.

This policy will help to ensure that staff are able to keep adequate records regarding illnesses and communicable diseases. Accurate records will help BAMS ensure it is following all Waterloo Region Public Health guidelines regarding communicable diseases and outbreaks.

This policy will help to encourage consistent attendance and discourage late arrivals. It is vital that children arrive to school at the same time every day, for their own routine and sense of order. Children who arrive on time every day have the benefit of proper morning greetings, helping with the classroom set up, and having some social time with their peers before beginning their lessons. Children who are consistently late can be a disruption to the other children. A child who is late misses out on vital learning time and is unable to regulate and fully realize their potential.

## Policy

- If a child is to be absent from school it is the direct responsibility of the parent/guardian to notify BAMS either through email or a phone call. Notification must be given no later than 9:30am on the day of the absence and must indicate:
  - The exact reason for the absence
  - If the reason for the absence is due to illness the parent/guardian must also indicate what symptoms the child is experiencing.
  - When the child will be expected to return to school.
- If a child is expected to be dropped off after the start of programming it is the direct responsibility of the parent/guardian to notify the school telling them why the child is expected late and what time they are expected to arrive.
- When a teacher has received notification of a child's absence it is their responsibility to:
  - Document the absence in the communication book.
  - Note the absent child on the classroom whiteboard
- If a child is to be absent for an extended period of time it is the responsibility of the parent/guardian to notify BAMS, ahead of time and in writing, which days the child will be absent and for what reason.
- In the event that a child has not arrived at school by 9:30am, and there has been no communication from a parent or guardian, it will then be the responsibility of the teacher to inform the supervisor. The supervisor will then :
  - Immediately send an email to the parents to inquire as to the whereabouts of the child.
- At 9:45am, if there has been no communication from the parent/guardian, the office will then:
  - Call the parent/guardian directly to inquire about the absence.
  - Remind the parent/guardian about their responsibility to report all absences to the school prior to 9:30am
  - Inform the classroom teachers of the reason for the absence so that they may document it in their communication log.

- Any parent/guardian who has failed to report a child's absence more than 4 times in an academic year may be called in to have a meeting with the administration to discuss the issue.
- If the parents or primary contacts are unreachable on their phones then the supervisor will call the emergency contacts.
- If the supervisor fails to reach either the parents or the emergency contacts and if the child stays absent from school for 2 days then the supervisor will call the non emergency line asking to check for the wellness of the child.