



# Northeastern Catholic District School Board

## STUDENT ATTENDANCE

**Policy Number: E-12**

**Authority: 21-17/24-15**

### POLICY STATEMENT

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The Northeastern Catholic District School Board (NCDSB) is committed to providing a high quality Catholic education to all learners. The NCDSB believes that regular and punctual attendance is essential if students are to receive the maximum benefit of a Catholic schooling experience. The NCDSB believes that the responsibility for the daily attendance of students rests with the parents and/or guardians, the student where they are of age, and school board staff.

### REFERENCES

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*Education Act R.S.O 1990 E.2 and Part II (School Attendance)*  
Ontario Regulation 298  
Enrolment Register Instructions for Elementary and Secondary Schools, Ministry of Education  
*Municipal Freedom of Information and Protection of Privacy Act*  
Policy Program Memorandum (PPM)  
123 Safe Arrivals  
NCDSB Policy  
E-24 Personal Information Management  
NCDSB Procedure  
APE012 Student Attendance

### DEFINITIONS

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#### **School Attendance**

Refers to regular day-school attendance at a Catholic elementary or secondary school.

#### **Truancy**

The action of staying away from school without good reason or excused absence.

### POLICY REGULATIONS

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- 1.0 Staff will work in collaboration with each other, students, families, and where necessary, community services, to ensure regular and punctual student attendance at school.
- 2.0 Safe arrival programs will be implemented at every elementary school of the NCDSB, and will address:
  - i) attendance-taking procedures that aim to account for any student's unexplained failure to arrive at school;

- ii) reasonable and timely effort to make contact with parents/guardians/caregivers;
  - iii) local needs and the particular circumstances of the school and the community;
  - iv) reliable methods for parents/guardians to communicate planned student absences or lateness to the school.
- 3.0 A daily verification and communication process will be used for the secondary school and any alternative or experiential programs, in accordance with the Ministry of Education Enrolment Register Instructions for Elementary and Secondary Schools.
- 4.0 All student absences will be verified by the respective staff member, in the event that the school has no information from the parent/guardian relating to the absence.
- 5.0 The collection, retention, and storage of student information and attendance data will be in compliance with all governing regulations and standards.
- 6.0 Administrative procedures will accompany this policy and will be reviewed regularly to ensure compliance with current regulations, requirements, responsibilities, and expectations.