



## Regina Catholic Schools Common Attendance Practice

### “Attendance Matters!”

Attendance practices protect the integrity of course curricula while adhering to the expectations of regular attendance as outlined in Section 156 of the *Education Act* and RCSD [Administrative Application 9110](#) and [Administrative Application 9111](#). The RCSD Attendance Practice is designed to work with students and their families to support engagement, rather than serving a punitive purpose.

#### Goals of Attendance Practices:

1. The purpose of the attendance practice is to:
  - a. Create a climate of high expectations for success,
  - b. Provide every opportunity to learn and maintain time on task, and
  - c. Develop quality relations between, students, teachers, parents and guardians.
2. Integral to these practices is the desire to:
  - a. Involve the students and the parent(s) or guardian(s) in the academic, social and emotional development of the students
  - b. Provide quality feedback to student and the parent(s) or guardian(s) regarding the attendance of the student, and
  - c. Create a fair and open process of intervention and consequences to deal with truancy and tardiness.

Positive attendance involves a shared responsibility of all educational stakeholders. It is our responsibility to work with each student and their family to ensure that the student receives the best education possible, and we understand that positive attendance habits allow us to ensure the success of the student. Where consideration has been given to all circumstances, and the school feels that it has exhausted its options in helping a student with their attendance struggles, the school administration may remove a student that has been absent or late for more than 15% of their classes.

#### Extenuating Circumstances

There may be extenuating circumstances that require a student to be away for a period of time either with prior knowledge or as a result of an emergent situation. If this is the case, there will be an opportunity to apply for an exemption to the school's attendance committee. The exemption could be of two types:

##### I. Prior Knowledge Form (link form):

Use this form when there is advance knowledge of a student's absence. This form should be submitted at least two weeks prior to the time the student will be away.

##### II. Emergent Issue/Extenuating Circumstances Form (link form):

Use this form when there is an unforeseen situation which has required the student to be absent. Medical documentation may be requested to support this completed form.