



Student Absence Policy

In a continued effort to assist our students in achieving academic success, a number of programs have been in place regarding student attendance.

1. **Attendance Watch Program** - this program is a reward system for classes to compete amongst each other to achieve the highest percentage of attendance each semester. The grade level with the highest attendance percentage at the end of each semester is rewarded with an activity day or classroom lunch.
2. **Home Logic** - allows parents to view their child's attendance real time block by block should they wish to do so.
3. **Synre Voice** - this system is an automated phone call home around 6:00 p.m. each evening informing parents that their child has been absent without excuse.

These three strategies have been introduced at Holy Trinity Academy because we believe that student success is highly linked to their participation in class which can only be achieved with consistent attendance.

Legislation (The Law)

According to the Alberta School Act (Section 12), the following applies to students:

Students

12 A student shall conduct himself or herself so as to reasonably comply with the following code of conduct:

- (a) be diligent in pursuing the student's studies;*
- (b) attend school regularly and punctually;*

There are two types of absences: EXCUSED and UNEXCUSED.

Excused Absence

An excused absence from school is recorded as follows according to the School Act:

Section 13.5 A student is excused from attending school on a day which the school is open if:

- (a) the student is unable to attend by reason of sickness or an other **unavoidable** cause.

Here is a list of what is considered an EXCUSED ABSENCE from a class.

1. School Sponsored Field Trip
2. Student Illness
3. Student Medical Appointment
4. School Office Appointment
5. Inclement Weather
6. Extra-curricular activities
7. Pre-arranged Vacation

An excused absence is NOT simply a phone call to the school and stating that their child will not be in attendance. The question that should be asked is: **IS MY CHILD'S ABSENCE UNAVOIDABLE** in nature?

Unexcused Absence

It is considered an unexcused absence when a phone call or written note has not been received from the student's parent to the school office.

ATTENDANCE POLICY - Excused/Unexcused Absences

PROCEDURES (Excused Absences)

If a student is absent from a class, a determination will be made as to whether or not the absence is excused or unexcused.

An excused absence is recorded and the reason entered on the student's record.

This may be viewed by parents on <https://logic.staratholic.ab.ca/homelogic/>

This information is then shared on Report Cards that are sent home four times a year.

No further action is necessary.

PROCEDURES (Unexcused Absences)

If a student is absent from a class, a determination will be made as to whether or not the absence is excused or unexcused.

- Step 1: An unexcused absence is recorded.
- Step 2: The student is given a one day detention over the lunch hour.
- Step 3: 3 unexcused absences will require a meeting with the administration, the student and the parents.
- Step 4: 7 unexcused absences will place the student of being at risk.
(i.e. not permitted to complete the course)
- Step 5: 11 unexcused absences will remove the student from the course (**at the discretion of the Principal**). This will have a major effect on the number of high school credits the student needs for graduation.