



Attendance

Standard Operating Procedures

Universal Supports

- School will communicate attendance plan to staff and community stakeholders through Facebook, Website, and School Council
- A monthly attendance report will be reviewed by Administration to red flag attendance issues
 - Identified students will be placed on the procedure list or placed on a watch list for tracking purposes
- Daily automated phone calls will be made for am/pm absences through PowerSchool with School Messenger

Targeted Intervention

1. Parent/Guardian will be contacted by the classroom teacher for every unexplained absence
 - Communicate the importance of school attendance in a non-judgmental manner
 - Teacher to track contact and attempted contact with parents/guardians in Log Entries in PowerSchool

2. A support plan will be developed in collaboration with the Collaborative Response team, including the Success Coach(es) and the Student Success Facilitator, where appropriate and will utilize the PRSD Attendance Continuum of Supports.

- Some potential strategies that may be included in a support plan are:
 - Developing a warm/supportive rapport with the student, and engaging in conversations based on their likes and dislikes
 - Using only positive and supportive language when the student does come to school
 - Having a goal setting conversation with the student that links improved attendance to positive achievement, peer relations, and feelings of success
 - Check in/out with designated adult within the building to provide a positive relationship for the student
 - Connecting the student with an activity of interest or an extra-curricular activity in the school environment
 - Helping the student catch up on missed work
 - Reviewing the students course options/schedule and making adjustments where possible
 - Developing a student profile and using differentiated instruction targeted at the student's preferred learning method
 - Offering the student choices for demonstration of learning/assessment
 - Adjusting the classroom environment to make it more comfortable for the student
 - Increasing student engagement with advance notice of upcoming topics of interest
 - Recognizing, rewarding, and/or celebrating all improvements in

attendance

- Developing an IPP with an Alternative Program Plan focused on the student developing improved attendance skills or an IPP with a Transition Plan aimed at supporting the student in developing a value on school as a key to their future
- Collecting data on student attendance to look for patterns with days of the week, subjects missed, weather, test/due dates, field trips/changes to schedule, frequency, etc. to discuss with the student in a supportive, collaborative way
- Working collaboratively to solve issues involving lack of food, transportation, inadequate clothing for the weather, lack of clean clothes, bullying, substance abuse issues, etc.

Specialized Intervention

1. The Principal or Designate will contact home if Collaborative Response supports are not effective
 - Track contact and attempted contact with parents/guardians in Log Entries in PowerSchool
 - Discuss the root of the issue and any barrier for attendance
 - Offer supports or ideas that support the student and family in getting to school.
 - Administration will contact the Attendance Board if needed/appropriate
2. A meeting with the student's family will be scheduled to develop a support plan. This meeting may or may not include the student, the Success Coach(es), the Indigenous Support Worker, the Divisional Social Worker(s), and other community agencies, as appropriate
 - Discuss needed supports to improve attendance

- Discuss barriers and possible solutions to remove barriers
- In addition to the strategies outlined above, some potential strategies that may be included in a support plan are:
 - Developing a positive rapport with parents/guardians and maintaining frequent contact to enlist their support as part of the team
 - Establishing regular meetings with parents/guardians and the student
 - Sending home positive reinforcements for students attendance and communicating school successes
 - Establishing a plan with home and student to hand in completed work
 - Providing contacts for out of school support (public counsellors, nurse, etc.)
 - Suggested resources for appropriate medical reasons for missing school
 - Offering support for issues relating to their child's needs at school (food, clothing, hygiene, transportation, etc.)

Intensive Intervention

1. Administration will contact the Attendance Board
2. A meeting with the student's family will be scheduled to update the current support plan. This meeting may or may not include the student, as appropriate
 - Discuss needed supports to improve attendance
 - Discuss barriers and possible solutions to remove barriers
3. The Principal or Designate will contact the Divisional Supervisor to discuss future steps in this process

- Arrange a “Community Conference” or have an elder facilitate a sharing circle that includes all stakeholders
- Contact the Office of Student Attendance & Re-engagement
- Arrange for an administrative review

Relevant Policies:

- PRSD Administrative Procedure 330 - Student Attendance
- PRSD Administrative Procedure 330 - Student Attendance Appendix A: [Attendance Continuum of Supports](#)