



# Student Attendance Protocol

Reference:

[Education Act/Regulations](#)

[Ministry of Education Enrolment Register Instructions for Elementary and Secondary Schools, Annual](#)

[Home Schooling Administrative Procedures - Policy Program Memorandum No. 131](#)

[Ontario's Equity Action Plan, 2017](#)

[Equity and Inclusive Education Policy No.100.10](#)

[Safe Arrival Policy, 302.3](#)

[The Mental Health and Addictions Strategic Plan](#)

[Niagara Catholic District School Board "High Performance" Academic Support Plan](#)

[FACS Joint Protocol](#)

[Supervised Alternative Learning \(SAL\) Program](#)

*"The Niagara Catholic District School Board, through the charisms of faith, social justice, support and leadership, nurtures an enriching Catholic learning community for all to reach their full potential and become living witnesses of Christ"*

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Niagara Catholic District School Board  
**Student Attendance Protocol**

**Adopted: September 2004**  
**Revised: September 2006**  
**September 2011**  
**September 2018**

**Introduction**

The Niagara District Catholic School Board believes that there is a strong link between attendance at school and student achievement. Regular school attendance advances student achievement, which in turn provides the foundation for future employment and meaningful contributions to society.

The Niagara Catholic District School Board supports equity and inclusive education. The Board is committed to serving staff, students and families in its diverse Catholic community by recognizing and respecting the unique needs of families who are from a variety of backgrounds. In doing so, the Board is creating the conditions for a positive school climate which supports student attendance.

Every child or student has the right to an education, and inherent within that right is the responsibility of every child to attend school regularly from the age of six (6) years until the age of 18 years or has obtained a Ontario Secondary School Diploma (OSSD).

However, some students do not attend school regularly and are absent from school for a significant number of days each year. Problematic attendance can often be identified early in a student's academic career. Early intervention is imperative in order to help students establish positive patterns of attendance.

Ultimately, it is the responsibility of the parent(s)/guardian(s) to ensure that their children attend school on a regular and punctual basis. Nonetheless, schools have an obligation to also adopt an understanding yet appropriate approach to school attendance.

The Niagara Catholic District School Board has designed various initiatives including this *Student Attendance Protocol* to ensure the safety and well-being of all students and to promote a sense of accountability and responsibility among parent(s)/guardian(s) and school/Board personnel regarding respective obligations associated with attendance at school.

**Rationale**

1. That regular attendance promotes effective learning and Catholic values, which advances student achievement and forms the foundation to future quality of life. Regular attendance from Kindergarten to Grade 12 in school is critical to the process of learning; leading to successful graduation (OSSD);
2. That a *Student Attendance Protocol* presents strategies for school staff to ensure that all students benefit from a distinctive Catholic educational system; That a systemic approach will assist students, parent(s)/guardian(s) and staff;

3. That early intervention is critical to student success.

### **Legislative Authority on School Attendance**

Detailed below are relevant sections of the *Ontario Education Act and Regulations* on School Attendance.

Ed. Act 21 (1) **Compulsory attendance** - Unless excused under this section,

- (a) every person who attains the age of six years before the first school day in September in any year shall attend an elementary or secondary school on every school day from the first school day in September in that year until the person attains the age of 18 years;

*Example: A person who is 18 years of age between January 1st and June 30th of any given school year is eligible to leave school on/after their eighteenth birthday.*

*Exception: Indigenous children, under the Indian Act, RSC 1985 c.I-5, are mandated to attend school from 7 years of age to 16 years of age.*

- (b) every person who attains the age of six years after the first school day in September in any year shall attend an elementary or secondary school on every school day from the first school day in September in the next succeeding year until the last school day in June in the year in which the person attains the age of 18 years.

*Example: A person who is 17 years of age and attains the age of 18 between September 1st and December 31st is NOT required to attend school in September of the new school year. That child may leave school at the end of June being 17 years of age.*

- (1.1) **Participation in equivalent learning** – A person shall be considered to be attending school when he or she is participating in equivalent learning if the equivalent learning program, course of study or other activity and the group, organization or entity providing it have been approved under paragraph 3.0.1 of subsection 8(1).

21 (2) **When attendance excused** - a person is excused from attendance at school if,

- (a) the person is receiving satisfactory instruction at home or elsewhere;

**Home Schooling:** *As per Policy Program Memorandum No:131 a parent/guardian who has notified the Niagara Catholic District School Board of their intent to provide home schooling for their child and has received written acknowledgement from the board. The child shall be considered excused from attendance at school for that given school year.*

**Home Instruction:** *Based on appropriate medical documentation a Principal may submit a Home Instruction Request in writing to the Family of Schools' Superintendent of Education together with Confidential Medical Report for a Home Instruction Request. Upon approval the child shall be considered excused from attendance at school for specified period of Home Instruction.*

**High Performance Academic Performance Program:** *The program is intended to support students in their pursuit of excellence and ensuring that a program of study is available to them.*

*Students that participate in the High Performance Academic Support Program should be in attendance at their home school but may miss school due to their participation in their activity. The program is not intended to provide attendance relief for an entire semester.*

(b) the person is unable to attend school by reason of sickness or other unavoidable cause;

**Medical:** Medical Absence as per Enrolment Register Instructions for Elementary and Secondary Schools is determined as the following:

In the case of a pupil who is unable to attend school for medical reasons, the pupil's name will be retained on the register either for the period of time specified on appropriate supporting medical documentation provided by a regulated health professional or only up to the end of the school year, whichever is applicable.

(c) transportation is not provided by a board for the person and there is no school that he or she has right to attend situated,

- (i) within 1.6 kilometres from the person's residence measured by the nearest road if he or she has not attained the age of seven years on or before the first day in September in the year in question, or
- (ii) within 3.2 kilometres from the person's residence measured by the nearest road if he or she has attained the age of seven years but not the age of 10 years on or before the first school day in September in the year in question, or
- (iii) within 4.8 kilometres from the person's residence measured by the nearest road if he or she has attained the age of 10 years on or before the first school day in September in the year in question;

(d) the person has obtained a secondary school graduation diploma or has completed a course that gives equivalent standing;

(e) the person is absent from school for the purpose of receiving instruction in music and the period of absence does not exceed one-half day in any week;

(f) the person is suspended, expelled or excluded from attendance at school under any Act or under the regulations;

(g) the person is absent on a day regarded as a holy day by the church or religious denomination to which he or she belongs; or

(h) the person is absent or excused as authorized under this Act and the regulations.

### **Attendance – Education Act/Regulations**

21(3) **Blind, deaf or developmental disability** - The fact that a person is blind, deaf or has a developmental disability is not of itself an unavoidable cause under clause (2)(b).

- 21(4) **Person under compulsory age** - Where a person under compulsory school age has been enrolled as a pupil in an elementary school, this section applies during the period for which the person is enrolled as if he or she were of compulsory school age.
- 26(1) **Powers and duties of counsellors** – Where a school attendance counsellor has reasonable and probable grounds for believing that a child is illegally absent from school, he or she may, at the written request of the parent(s)/guardian(s) of the child or of the principal of the school that the child is required to attend, take the child to the child’s parent(s)/guardian(s) or to the school from which the child is absent provided that, if exception is taken to the school attendance counsellor entering a dwelling place, he or she shall not enter therein.
- 26(2) **Reports** – A **school attendance counsellor** shall report to the board that appointed him or her as required by the board.

*In The Niagara Catholic District School Board, the School Attendance Counsellor is the Stay in School Coordinator.*

- 26(3) **To act under appropriate supervisory officer and provincial counsellor** – A school attendance counsellor is responsible to the appropriate supervisory officer, and shall carry out the instructions and directions of the Provincial School Attendance Counsellor.
- 26(4) **Inquiry by counsellor and notice** – A school attendance counsellor shall inquire into every case of failure to attend school within his or her knowledge or when requested so to do by the appropriate supervisory officer or the principal of a school or a ratepayer, and shall give written warning of the consequences of such failure to the parent or guardian of a child who is not attending school as required, and shall also give written notice to the parent or guardian to cause the child to attend school forthwith, and shall advise the parent or guardian in writing of the provisions of subsection 24 (2).
- 30(1) **Liability of parent or guardian** - A parent or guardian of a person required to attend school under section 21 who neglects or refuses to cause that person to attend school is, unless the person is 16 years old or older, guilty of an offence and on conviction is liable to a fine of not more than \$200.
- 30(2) **Bond for attendance** – The court may, in addition to or instead of imposing a fine, require a parent or guardian convicted of an offence under subsection (1) to submit to the Minister of Finance a personal bond, in a form prescribed by the court, in the penal sum of \$200 with one or more sureties as required, conditioned that the parent or guardian shall cause the person to attend school as required under section 21 and, upon breach of the condition, the bond is forfeit to the Crown.
- 30(3) **Employment during school hours** - Anyone who employs during school hours a person required to attend school under section 21 is, unless the person is 16 years old or older, guilty of an offence and on conviction is liable to a fine of not more than \$200.
- 30(5) **Habitually absent from school** – A person who is required by law to attend school and who refuses to attend or who is habitually absent from school is, unless the person is 16 years old or older, guilty of an offence and on conviction is liable to the penalties

under Part VI of the *Provincial Offences Act* and subsection 266 (2) of this Act applies in any proceeding under this section.

- 30(7) **Reference to provincial counsellor for inquiry** - Where, in a proceeding under this section, it appears to the court that the person may have been excused from attendance at school under subsection 21(2), the court may refer the matter to the Provincial School Attendance Counsellor who shall direct that an inquiry shall be made as provided in subsection 24(2) which subsection shall apply with necessary modifications except that the Provincial School Attendance Counsellor shall, in lieu of making an order, submit a report to the court.

### **Duties of Principals**

Ed. Act - 265 (1) **Duties of principal** - It is the duty of a principal of a school, in addition to the principal's duties as a teacher,

- (c) **register pupils and record attendance** - to register the pupils and to ensure that the attendance of pupils for every school day is recorded either in the register supplied by the Minister in accordance with the instructions contained therein or in such other manner as is approved by the Minister.
- (d) **pupil records** - in accordance with this Act, the regulations and the guidelines issued by the Minister, to collect information for inclusion in a record in respect of each pupil enrolled in the school and to establish, maintain, retain, transfer and dispose of the record.

Reg. 298 - 11(3) **Duties of principals** – In addition to the duties under the Act and those assigned by the board, the principal of a school shall, except where the principal has arranged otherwise under subsection 26(3),

- (n) report promptly any neglect of duty or infraction of the school rules by a pupil to the parent or guardian of the pupil.

### **Duties of Teacher**

Reg. 298 - 264 (1) **Duties of teacher** - It is the duty of a teacher and temporary teacher,

- (d) **co-operation** - to assist in developing co-operation and co-ordination of effort among the members of the staff of the school.
- (e) **discipline** - to maintain, under the direction of the principal, proper order and discipline in the teacher's classroom and while on duty in the school and on the school ground.
- (j) **school property** - to deliver the register, the school key and other school property in the teacher's possession to the board on demand, or when the teacher's agreement with the board has expired, or when for any reason the teacher's employment has ceased.
- (l) **duties assigned** - to perform all duties assigned in accordance with this Act and the regulations.

*Teachers are to take daily attendance as required by the Safe Arrival Policy, 302.3*

## **Duties of Parent**

Ed. Act - 21(5) **Duty of parent, etc.** - The parent or guardian of a person who is required to attend school under this section shall cause the person to attend school as required by this section unless the person is at least 16 years old and has withdrawn from parental control.

## **Requirements of Pupils**

Reg. 298 - 23. (1) A pupil shall,

(d) attend classes punctually and regularly;

(g) take such tests and examinations as are required by or under the Act or as may be directed by the Minister;

*Secondary school students should provide medical documentation to support requests to miss an examination. Schools will work with the student, parents/guardians and involve the teacher to determine whether the examination should be rearranged, term mark assigned or some other alternative.*

(2) When a pupil returns to school after an absence, a parent of the pupil, or the pupil where the pupil is an adult, shall give the reason for the absence orally or in writing as the principal requires.

(3) A pupil may be excused by the principal from attendance at school temporarily at any time at the written request of a parent of the pupil or the pupil where the pupil is an adult.

Niagara Catholic District School Board

**Student Attendance Protocol**

**Adopted: September 2004**

**Revised: September 2006**

**September 2011**

**September 2018**

**Attendance Referrals to the Stay-in-School Coordinator**

- A student has missed 15 consecutive full days of school without supporting documentation.
- There are patterns of absences, for example student misses every Monday and Friday.
- A student does not return after school board holiday, such as the summer vacation, or the exam break, and the Ontario School Record is not requested within ten days.
- Any other prolonged absence in which a student is unaccounted for.
- A minimum of 10 cumulative student absences within a term/semester, that have no reasonable explanation, as *determined by the Education Act, School Attendance 21.(2)*.

**Reasons NOT to make a referral**

- Student is absent and a medical note has been provided to cover the days missed.
- Student has missed 15 consecutive classes in any one school period, at secondary.
- Student has a Principal approved vacation, requested by a parent/guardian, and a program of study has been provided.
- Student is 18 years of age and is consecutively absent. These students are to be deleted from the register and referred to the Re-Engagement Team.

Please refer to the current annual Enrolment Register Instructions for Elementary and Secondary Schools for reporting/next steps in above situations.

**Role of Stay-in-School Coordinator (Attendance Counsellor)**

***Performs the legal functions for the Board, as detailed by the Education Act in cooperation with the Provincial Attendance Counsellor, as they relate to compulsory attendance by:***

- Supporting school Principals and Vice-Principals in dealing with non-attending students, through use of the *Student Attendance Protocol*.
- Providing extension notices and other records to schools, related to attendance issues.
- Preparing and maintaining records for the Board related to attendance issues.
- Attempting to engage at-risk compulsory aged students in their educational journey.
- Acting as a liaison, on behalf of the Niagara Catholic District School Board, with other agencies and organizations that support students' successful completion of their Ontario Secondary School Diploma (OSSD) or Ontario Secondary School Certificate.
- Preparing for, and representing the Board at legal proceedings initiated relative to students' non-attendance.
- Aiding in finding agencies to assist in the non-educational aspects of school.

- Recording, managing and reporting students involved to “Supervised Alternative Learning (SAL) Program and Other Excusals from Attendance at School” 374/10 Ministry of Education.

### **Board Re-Engagement Team**

The Re-Engagement Team will work with students, and their parent(s)/guardian(s), to provide opportunities for students to achieve credits in their community. Students may also be re-engaged to a regular day school program where Alternative Programs are offered by the Niagara Catholic District School Board.

A Principal/Vice Principal or Stay-in-School Coordinator may submit eligible student names to the Coordinator of Experiential Learning and Alternative Programming and Community Partnerships Lead for any student retired from a Niagara Catholic District School Board Secondary School Register and who has not fulfilled graduation requirements.

The Board Re-Engagement Team is comprised of the Stay-in-School Co-ordinator, Stay-in-School Counsellor and the Coordinator of Experiential Learning and Alternative Programming and Community Partnerships Lead.

### **Attendance Protocol Referral Process**

#### **STEP 1 - Role of Teacher**

- The teacher is responsible for recording daily attendance of students in their classroom using the student information system, Maplewood.
- The teacher makes the initial contact with the parent(s)/guardian(s) to discuss concerns regarding poor attendance and its impact on student achievement. There should be a recorded communication. A letter may be mailed to the parent(s)/guardian(s) if teacher is unable to make contact. (Appendix A)
- The teacher should also refer the student to the School Based Team or Success Team to discuss ongoing supports for the student.
- If there is no significant improvement in attendance within 5 days then the teacher should report those concerns and provide documentation of their communication to the Principal/Vice Principal.

#### **Role Of the Secretary**

- The Secretary/Attendance Secretary (Secondary) should ensure that the teachers have entered students attendance into Maplewood.
- An attendance callout should be initiated to parent(s)/guardian(s) at the earliest opportunity in the morning once the attendance has been entered by the teacher.

- The secretary shall follow up on any student absences that are not accounted for after the initial callout and inform the Principal/Vice-Principal in a case where a student continues to be unaccounted for.
- Provide Principal/Vice-Principal with regular cumulative student attendance reports.

## **STEP 2 - Role of School Principal/Vice-Principal**

- Where attendance concerns exist, the Principal/Vice-Principal contacts parent(s)/guardian(s) to discuss concerns about attendance. Contact should be person to person, by telephone or in a meeting with the parent(s)/guardian(s) and the student. If verbal contact is unable to be made with the parent(s)/guardian(s) then the Initial Letter to Parent from Principal/Vice-Principal (Appendix B) is to be mailed to the parent(s)/guardian(s).
- Request medical documentation where appropriate.
- Document communication with parent(s)/guardian(s) in Maplewood.
- Ensure regular cumulative attendance reports have been provided by the secretary and reviewed weekly.
- Refer persistent and serious attendance concerns to the Stay-in-School Coordinator.

## **STEP 3 - Referral of a Student Case File to Stay-in-School Coordinator**

- A Principal/Vice-Principal must send a letter (Appendix C) **by registered mail** to the parent(s)/guardian(s) referring the student case file to the Stay-in-School Coordinator when attendance continues to be a chronic problem. *The letter may be revised to include details of previous contact/information that is relevant to the case.*
- Principal/Vice Principal completes the Student Attendance Protocol Referral Form (Appendix D).
- Principal/Vice-Principal completes and forwards the Student Attendance Protocol Referral Package to the Stay-in-School Coordinator.

## **The Student Attendance Protocol Referral Package**

### **Must include:**

- Copy of the Registered Letter (Appendix C)
- Referral Sheet (Appendix D)

### **May include:**

- Copy of Letter from Teacher to Parent(s)/Guardian(s) (Appendix A) when unable to contact by telephone.
- Copy of Initial letter to Parent(s)/Guardian(s) from Principal (Appendix B) if they are unable to contact by phone.
- Any other relevant documentation such as:
  - Medical Notes,

- Student Success/School Based Team Meeting Minutes,
- Supervised Alternative Learning (SAL) documentation.

#### **STEP 4 – Stay-in-School Coordinator**

The Stay-in-School Coordinator will compile a list of all complete referrals by date received.

Once a referral is received, the Stay-in-School Coordinator will send an email to the school administrator acknowledging receipt of the Student Attendance Protocol referral and requests for further information (Appendix E).

When a new case file has been opened, the Stay-in-School Coordinator will notify school administration.

The Stay-in-School Coordinator will attempt to contact the parent(s)/guardian(s)/student by telephone and or in person.

If all attempts to contact are unsuccessful a registered letter from Stay-in-School Coordinator will be mailed, (Appendix F).

The Stay-in-School Coordinator will continue working with the Principal/Vice-Principal, teachers, student and family to improve student attendance.

Possible interventions may include:

- Modification of student’s schedule, which may include shortening of the school day. (less than 210 instructional minutes per day results in student becoming part time)
- Engaging internal supports (Mental Health Lead, Social Workers, ABA Supervisors, Behaviour Resource Teachers, Special Education Coordinators, Resource Teachers, Success Teachers, Child Youth Workers and Chaplaincy Leaders)
- Alternative Programming (ie. Supervised Alternative Learning (SAL) Program, Pope Francis Centre (ages 14-17), Re-Engagement Program, Young Parent Support Program)
- Engaging Community Resource Supports (ie. Resource Association For Teens (RAFT), Pathstone Mental Health, McMaster Children's Hospital, Mental Health and Addictions Nursing (MHAN) programming, Youth Probation, Family and Children's Services (FACS) and Community Addiction Services of Niagara (CASON)

The Stay-in-School Coordinator, may determine that a Warning Letter should be mailed via registered letter to the parent(s)/guardian(s)/student. A copy of the letter will be cc'd to the Principal and Family of Schools Superintendent.

The Stay-in-School Coordinator will discuss possible legal action with the Family of Schools’ Superintendent.

If a file is not (re)opened, the Stay-in-School Coordinator will advise the school and provide a rationale.

## **Provision of Extension Notices by Stay-in-School Coordinator**

Extension notices for student absences **MUST** be issued on the 15th, 30th, 45th and 60th days of absence by the Stay-in-School Coordinator.

Extension notices may be stored in the Ontario Student Record (OSR).

A separate binder containing all extension notices for the school year must be maintained at the school by the secretary with responsibility for attendance.

Students aged six (6) to thirteen (13) years of age may remain on the school roll indefinitely, with appropriate extension notices.

Students aged fourteen (14) to seventeen (17) years may remain on the school role for a maximum of 60 consecutive days, provided procedures for extended absences are followed. Students must be retired on the 61st day.

### **STEP 5 - Removal of a student from the school register**

If it is deemed by the Stay-in-School Coordinator that a student's return will not be imminent the Stay-in-School Coordinator will communicate in writing to the parent(s)/guardian(s) and student that the student has been removed from the school register, (Appendix H). A copy of the letter will be cc'd to the Principal and Family of Schools' Superintendent.

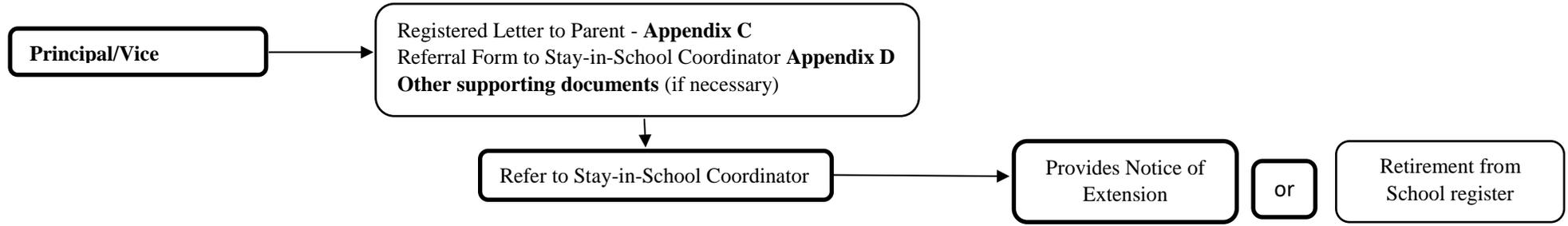
If the student is 18 years or older and it is deemed by the Principal of the student's school, that a student's return will not be imminent the Principal will communicate in writing to the student that the student has been removed from the school register, (Appendix I). A copy of the letter will be cc'd to the Stay-in-School Coordinator and Family of Schools' Superintendent.

### **STEP 6 - Responsibilities after a Pupil's Name Is Removed from the Register**

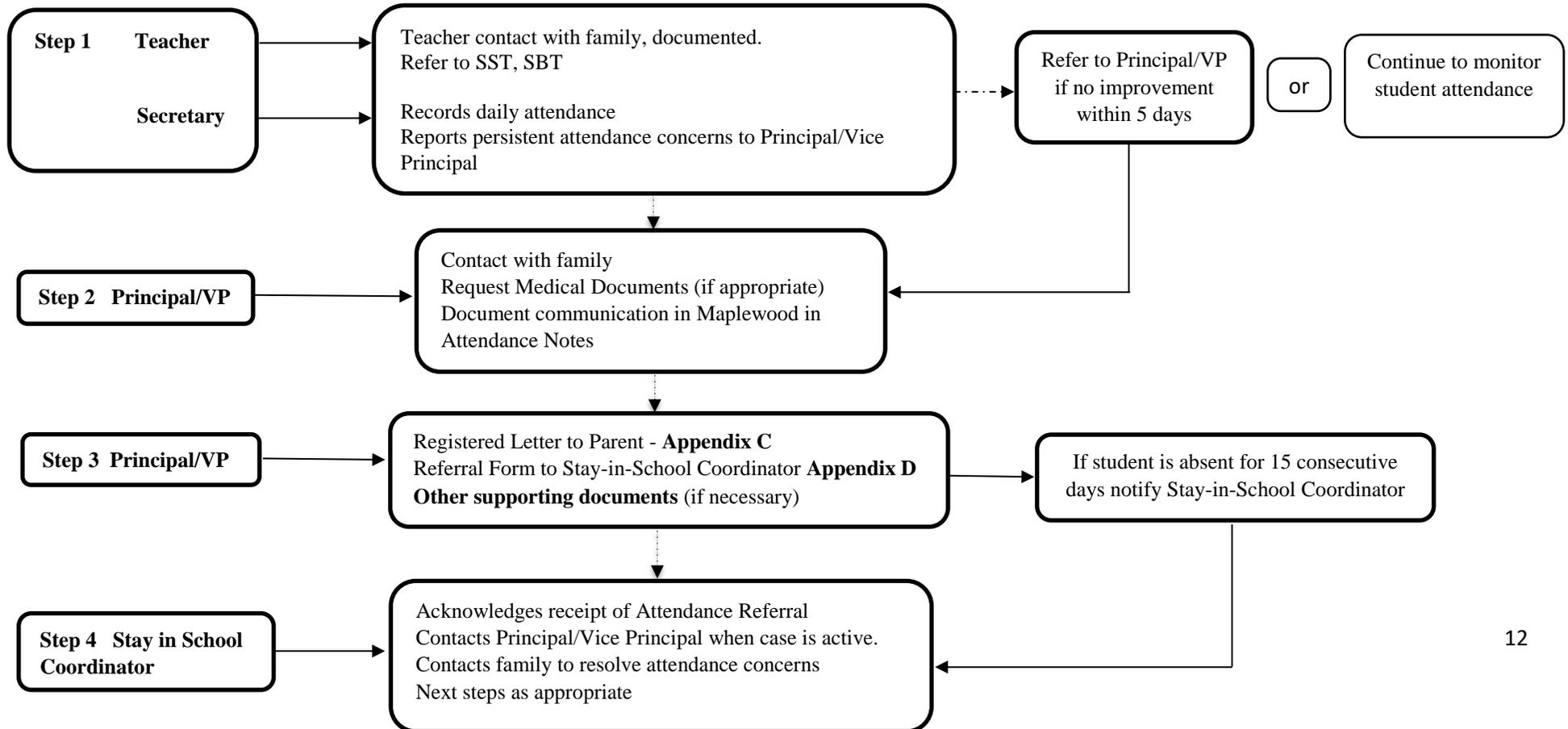
The removal of a pupil's name from the register for absenteeism does not mean that the pupil need not attend school. Attendance for pupils of compulsory school age is required under the *Education Act*. The school must continue to attempt to engage the student to attend school at a minimum of once per term in conjunction with the Board Re-Engagement Team.

**Flowchart for Student Attendance Protocol Referral**

**Mandatory Referral 15 CONSECUTIVE school days without supporting documentation**



**Cumulative Absence 10 CUMULATIVE days without supporting documentation**



**Appendix A - Letter from Teacher to Parent(s)/Guardian(s) when unable to contact by telephone**

**(Insert School Letterhead)**

Date

Name of Parent(s)/Guardian(s)

Address

City/Province

Dear *(insert parent(s)/guardian(s) name)*:

I am writing to you as I am concerned about *(insert student's name)*'s attendance at *(insert school name)*. I have attempted on numerous occasions to contact you but have been unsuccessful. At this time I am requesting that you contact me at *(insert school number)* so that we can discuss the situation.

I look forward to hearing from you soon so that we can work together to improve *(insert student's name)*'s attendance.

Sincerely,

*(Name of Teacher)*

cc: School Principal

**Appendix B - Initial letter to Parent(s)/Guardian(s) from Principal if they are unable to contact by phone**

**(On School Letterhead)**

Date

Name of Parent(s)/Guardian(s)

Address

City/Province

Dear *(insert parent(s)/guardian(s) name)*:

As you are aware, your son/daughter *(insert student's name)* has been frequently absent from school.

According to the register, *(insert student's name)* has been absent *(insert number of days absence)*. I am aware that *(insert teacher's name)* has been in contact with you and various attempts have been made to address this concern with you.

Regular school attendance is closely linked to academic success; therefore, I would request that you contact me as soon as possible so that we can schedule an appointment to discuss this issue. I can be reached at *(insert school phone number)*.

It is our hope that all of our efforts will mean a successful and immediate return to school for *(insert student's name)*.

Sincerely,

Principal/ Vice Principal

cc: Teacher (Appendix A)

**Appendix C - Letter referring student case file to Stay-in-School Coordinator**

**(On School Letterhead)**

**SENT BY REGISTERED MAIL**

Date

Name of Parent(s)/Guardian(s)

Address

City/Province

Dear *(insert parent(s)/guardian(s) name)*:

The attendance records indicate that *(insert student's name)* at *(Name of School)* has been absent a total of (?) days.

Regular school attendance promotes effective learning and I am concerned about *(student's name)* attendance record.

This letter is to advise you that I am now referring this case file to Bridgette Ridley, the Niagara Catholic District School Board's Stay-in-School Coordinator (Attendance Counsellor) who will be contacting you in the near future to discuss this issue.

I trust that together we can develop a plan to have *(insert student's name)* attend on a regular basis to ensure success at school.

Thank you for your support and co-operation.

Sincerely,

Principal/Vice Principal

cc: Stay-in-School Coordinator  
Teacher (Appendix A)

**Student Attendance Protocol Referral Form**

Date of Referral:	
Name of Student:	
Date of Birth:	Grade:
School:	
Name of Principal/Vice Principal:	
Has student self identified as Indigenous:	
STEP 1 - Role of the Teacher and Secretary - Outcome (Teacher/Secretary Conversation with Parent(s)/Guardian(s)/Student)	
STEP 2 - Role of Principal/Vice-Principal - Outcome (Principal/Vice Principal Conversation with Parent(s)/Guardian(s)/Student)	
STEP 3 - Principal/Vice-Principal Referral to Stay-in-School Coordinator (Must include copy of the Registered Letter sent to Parent(s)/Guardian(s)/Student)  (Appendix C) - Registered Letter Number:	
Other Information (connected to student):	
FACS Worker Contact Details:	
Probation Officer Contact Details:	
Social Worker Contact Details:	
Other Professionals involved with student:	
Please attach any medical notes and other relevant information.	

**Appendix E - Sample email correspondence from Stay-in-School Coordinator and School Principal/Vice Principal upon receipt of referral**

Thank you for submitting the Student Attendance Protocol Referral for: (Insert Student's Name)  
Received On: (Insert Date)

**Option 1**

Please note that this referral is not complete as it is missing the: **Registered Letter Number  
Copy of Appendix C  
Copy of Appendix D  
Details in Appendix D**

In order to proceed in adding this student to the referral list for this school year, please review the referral package contents and resubmit to me as soon as possible.

**Option 2**

It has been noted that this student requires an extension notice, (Appendix G). One will be provided to your school to maintain the student on the record. Please ensure that you add a `C` code ( contact note) to the Maplewood register based on this referral.

The referral has been added to the school year caseload and you will be notified when the referral can be opened up for review.

**Option 3**

It has been noted that this student does not require an extension notice at this time. Should the student miss 15 consecutive days between the date of this referral and the date of opening for review, please contact me and I will update the file.

The referral has been added to the school year caseload and you will be notified when the referral can be opened up for review.

If you have any other questions or concerns, please don't hesitate to contact me,

Thank you,

Bridgette Ridley  
Stay-in-School Coordinator

**Appendix F - Letter from Stay-in-School Coordinator if unable to contact parent(s)/student(s)**

**(On Board Letterhead)**

Date

Name of Parent(s)/Guardian(s)

Address

City/Province

Dear *(insert parent(s)/guardian(s) name)*:

Re: *(insert student's name)*

I have recently received a referral from (insert name), school principal/vice principal due to concerns regarding your son/daughter's attendance at (school name). Attached is a copy of the enrolment register that indicates your student's attendance to date.

I have attempted to contact you by phone on several occasions and have been unsuccessful.

Please be aware that the Education Act Section 21.1 states:

Compulsory attendance (b) every person who attains the age of six years after the first school day in September in any year shall attend an elementary or secondary school on every school day from the first school day in September in the next succeeding year until the last school day in June in the year in which the person attains the age of 18 years.

Further to this 21(5) Duty of parent, etc. - The parent or guardian of a person who is required to attend school under this section shall cause the person to attend school as required by this section unless the person is at least 16 years old and has withdrawn from parental control.

I would appreciate the opportunity to meet with you in an effort to discuss and support the successful return to school of *(insert student's name)*.

Please contact me so that we can schedule an appointment at 905-735-8668.

I look forward to hearing from you.

Sincerely,

Stay-In-School Coordinator

cc: School Principal  
School Vice-Principal

**Appendix G - Letter to school from Stay-in-School Coordinator regarding student extension**

**(On Board Letterhead)**

Date

Name of School

Address

Address

Dear *(insert name of Principal)*:

Please be aware that *(insert student's name)* has now remained absent for a period of 15 consecutive days. I have attached a Notice of Extension to be maintained for audit purposes. Commencing *(insert date and student's name)* can be maintained on the Enrolment Register for a further (?) days.

Should *(insert student's name)* not return to school by the conclusion of the Notice of Extension, please contact me to discuss next steps in the case.

Sincerely,

Stay-In-School Coordinator  
(905) 735 8668

cc. OSR  
School Extension Notice Binder

**Appendix H - Letter to parent(s)/guardian(s) regarding removal from the school register**

**(On Board Letterhead)**

Date:

Name of Parent(s)/Guardian(s)

Address

City/Province

Dear *(insert parent(s)/guardian(s) name)*:

Re: *(insert student's name)*

D.O.B: *(insert student's DOB)*

School: *(insert student's school)*

Please be advised that your ***son/daughter*** has remained absent from *(insert school name)* for a period of 15 consecutive days or more without reasonable explanation as deemed by the Ministry of Education. Therefore, at this time *(insert student's name)* has been removed from the school register.

It is the legal responsibility of any ***parent(s)/guardian(s)*** to have their child enrolled and attending regularly at an Ontario school between the ages of six and eighteen years. As your ***son/daughter*** is ***(age)*** years old please contact ***(school name)*** or another school within your area of residence immediately to register ***(insert student's name)***

Should you have any questions or require any assistance in this matter please do not hesitate to contact me at 905-735-8668.

Sincerely,

Bridgette Ridley  
Stay-in-School Coordinator

cc: School Principal  
Family of Schools Superintendent

**Appendix I - Letter to student regarding removal from the school register**

**(On School Letterhead)**

Date:

Name of Student

Address

City/Province

Dear *(insert student's name)*:

Re: *(insert student's name)*

D.O.B: *(insert student's DOB)*

School: *(insert student's school)*

Please be advised that you have remained absent from *(insert school name)* for a period of 15 consecutive days or more without reasonable explanation as deemed by the Ministry of Education. Therefore, at this time you, *(insert student's name)* have been removed from the school register.

We encourage you to contact us to develop a plan to complete your Ontario Secondary School Diploma (OSSD). Your name has also been forwarded to our Stay-in-School Coordinator who will contact you as part of our Re-Engagement Program.

Should you have any questions or require any assistance in this matter please do not hesitate to contact me at *(School Number)*.

Sincerely,

*(Name of Principal)*

Principal

cc: Stay-in-School Coordinator  
Family of Schools Superintendent