

SAMPLE ATTENDANCE PLAN

September

- Communicate attendance plan to staff and community stakeholders (Website, Open House, BBQ - Meet the Staff, School Council).
- Prepare a list of students that had chronic non attendance during the prior school year.

October to June

- Office Manager provides a monthly attendance report that should be reviewed by Designated Administrator and Office Manager to red flag attendance issues.
- Identified students should be either placed on the procedure list or placed on a watch list for tracking purposes.

School Procedures

Universal Supports:

1. Daily automated phone calls to be made for am/pm absences through PowerSchool.

Targeted Intervention:

2. Parent/Guardian contacted by the classroom teacher for unexplained absences:
 - 2.1. Communicate the importance of school attendance in a non-judgmental manner (provide a script).
 - 2.2. Teacher to track contact and attempted contact with parents in Log Entries in PowerSchool.
3. Support plan developed in collaboration with Collaborative Response (CR) team (create document) (Tier 2 - 3):
 - 3.1. Check in/out adult within the building to provide a positive relationship for the student.

Specialized Intervention:

4. Principal or Designate contact home if CR supports are not effective:

- 4.1. Admin to track contact and attempted contact with parents in Log Entries in PowerSchool.
- 4.2. Offer supports or ideas that support the student and family in getting to school.
- 4.3. Discuss the root of the issue and any barrier for attendance.
5. Attendance Letter 1 sent home and a copy placed in the student's cum file.
6. Meeting with family that may or may not include the student as appropriate:
 - 6.1. Discuss needed supports to improve attendance.
 - 6.2. Discuss barriers and possible solutions to remove barriers.

Intensive Intervention:

7. Attendance Letter 2 sent home (Tier 3 transitioning to Tier 4):
 - 7.1. Meeting with family that may or may not include the student as appropriate.
 - 7.1.1. Discuss needed supports to improve attendance.
 - 7.1.2. Discuss barriers and possible solutions to remove barriers.
8. Contact Divisional Supervisor to discuss future steps in the process:
 - 8.1. Arrange a "community conference" or have an elder facilitate a sharing circle that includes all stakeholders.
 - 8.2. Contact the Office of Student Attendance & Re-engagement.
 - 8.3. Arrange for an administrative review.
 - 8.4. Attendance board referral.

With the student

- Develop a warm and supportive rapport with the student. Find out his/her likes and dislikes and engage in friendly conversations;
- Don't criticize or make negative/sarcastic comments when the student comes to school, about the student missing school;
- Have a goal setting conversation with the student;

- Attempt to minimize punitive measures when addressing attendance issues;
- Connect student with an activity of interest within the school environment;
- Help catch the student up on missed work;
- Consider different course options with the student;
- Develop a student profile and use differentiated instruction targeted at the student's preferred learning method;
- Offer the student choices for demonstration of learning and assessment;
- Improve classroom climate;
- Increase student engagement with advance notice of upcoming topics of interest to the student;
- Make personal phone calls, send emails and/or mail letters to absent students;
- Recognize, reward and celebrate all improvements in attendance;
- Make positive statements to the child that link improved attendance to positive achievement, peer relations, and feelings of success;
- Meet with the student privately and set goals pertaining to attendance;
- Consider the development of an IEP with an Alternative Program Plan focused on the student developing improved attendance skills;
- Consider the development of an IEP with a Transition Plan, aimed at supporting the student in developing a value on school as a key to their future;
- Collect data on student attendance and look for patterns with day of week, subjects missed, weather, test days/due dates, field trips/changes to regular schedule, frequency, etc. to discuss with the student in a supportive collaborative problem solving way;
- Consider and collaboratively solve issues involving lack of food, transportation, inadequate clothing for the weather, lack of clean clothes, bullying, substance abuse issues, etc.;
- Encourage the student to become involved in extra-curricular activities.

With Parents

- Develop a positive rapport with parents/guardians;

- Make and maintain frequent contact with parents and enlist their support as part of the team;
- Establish regular meetings with parents and the student;
- Send home positive reinforcements for student attendance and communicate school successes;
- Home visits - when unable to connect with home or unable to facilitate a meeting - caveat - make sure to take another adult;
- Any missed school work should be paired back to essentials and a plan established with home and student to hand in completed work;
- Provide contacts for out of school support (public counsellors, nurse, etc.);
- Suggest resources for appropriate medical reasons for missing school;
- Offer support for issues relating to their child's needs at school (food, clothing, hygiene, transportation, etc.).

Adopted/Revised: JUN 2020