

# ADMINISTRATIVE PROCEDURES

**SUBJECT: Student Attendance**

The following procedures have been developed to assist school administrators when implementing legal expectations for school attendance as outlined in Section 21 of the Education Act. Sections 25 and 26 of the Act provide the basis for the role and responsibilities of the Attendance Officer. Regular school attendance and arriving on time to school is important in best ensuring students achieve to their potential.

## 1. Attendance Information

The following information and referral form (see Appendix 1) is intended to assist school administrators to support student's attendance and make appropriate referrals to the Attendance Officer. Principals and vice-principals shall make contact, either by telephone, email or in person, with the Attendance Officer to dialogue about individual student needs as well as complete the Student Attendance Officer Referral form.

### 1.1 Role of School Personnel:

Each member of the school team plays a role in addressing the issue of absenteeism. The Education Act describes the responsibilities of the school as follows:

- Section 28 (1) Reports and information - The principal of every elementary and secondary school shall,
- (a) Report to the appropriate school attendance officer and supervisory officer the names, ages and residences of all pupils of compulsory school age who have not attended school as required;
  - (b) Furnish the school attendance officer with such other information as the officer requires for the enforcement of compulsory school attendance; and
  - (c) Report in writing to the school attendance officer every case of expulsion and subsequent readmission of that pupil.

The following steps will be taken at the school:

- The teacher completes his/her own attendance records and submits to the appropriate attendance secretary in a timely manner as per school protocol and following guidelines set out in the Lambton Kent District School Board's Safe Arrival Policy (P-AD-114-11) and Procedure (A-AD-114-14);
- The school secretary or attendance secretary maintains all attendance records and looks into reasons for absenteeism by making contact, where possible and appropriate, with the parent/guardian;
- Absenteeism that is unexplained or seems unusual should be reported to the principal or vice-principal;
- The principal/vice-principal contacts the student/parent/guardian by phone or in writing and inquires as to the reason(s) for non-attendance; counsels the student toward remediating the problem; consults with the Attendance Officer as needed with respect to the latter steps;
  - a) issues a letter of concern requesting a meeting; (cc: Attendance Officer)
  - b) issues a letter to confirm the date/time of scheduled meeting
  - c) following the meeting a "meeting review letter" is sent to the parent/guardian;  
[See Additional Sample Letters (Appendices 3 - A to 3 – F)]

**Referral to the Attendance Officer is a last resort, when interventions at the school level have not led to improved attendance.**

#### 1.2 Attendance Letter from the School:

A Letter of Concern [Appendix 2 (elementary)/Appendix 3 (secondary)] should be sent when early signs of attendance issues present themselves. An "initial concern" letter is sent from the school's principal/vice-principal when a student's absenteeism contravenes the requirements of the Education Act with respect to compulsory attendance (see Appendices 2 and 3). A letter is generally sent after other means of communicating with the parent/guardian have failed and/or the parent/guardian cannot be reached by other means or if the attendance issue has not been resolved. Failure of the parent/guardian to respond would necessitate a second letter being mailed. Every principal/vice-principal uses his/her own discretion in deciding when to send such a letter. It is recommended that the initial letter of concern contain the following information:

- Number of days absent over the year;
- Recognition that some of these may have been unforeseen illnesses or concern that illnesses are extensive and not accompanied by medical documentation;
- Expressed concern about how this may affect overall academic achievement and/or other factors (e.g., relationships with peers, social outings, self-esteem, disruption of classroom routine);

- Changes in behavior and/or attitude toward school attendance and perhaps how this affects attitude toward attendance at school;
- Offer of assistance of the attendance officer and/or other services available through the psychology department;
- Request that parent/guardian contact school immediately upon receipt of the letter to ensure that everyone involved in the child's education understands their roles and responsibilities.

### 1.3 Compulsory Attendance

21. (1) Unless excused under this section,

(a) Every person who attains the age of six years on or 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; and

(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. 2006, c. 28, s. 5 (1).

### Full-day Kindergarten Attendance

#### **Kindergarten**

34. (1) If a board operates a kindergarten in a school, a child who is otherwise qualified may become a resident pupil at an age one year lower than that referred to in section 33. 1997, c. 31, s. 15.

#### **Junior kindergarten**

(2) If a board operates a junior kindergarten in a school, a child who is otherwise qualified may become a resident pupil at an age two years lower than that referred to in section 33. 1997, c. 31, s. 15.

#### **Person under compulsory age**

(3) 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. 2006, c. 28, s. 5 (1).

Parents may choose to have their child attend a full-time kindergarten program on a part-time basis. In partnership with the parents, the school board determines an appropriate regular format of a part-time program (i.e. morning every day, afternoons every day; full days every-other day). Principals and parents work with the parents to facilitate a child's transition to full time attendance when a parent indicates this choice.

### **Right to Continue Attending**

33. (1) Subject to sections 44 and 46, a person who attains the age of six years in any year is, after September 1 in that year, qualified to be a resident pupil in respect of a school section of an English-language public district school board or of a public school authority until the last school day in June in the year in which the person attains the age of 21 years if;

(a) The person resides in the school section; and

- (b) The person's parent or guardian who is not a separate school supporter or a French-language district school board supporter resides in the school section. 1997, c. 31, s. 14.

#### 1.4 Attendance Officer:

- The title 'Attendance Officer' replaces the title 'Attendance Counsellor. Non-attendance is not simply a matter of 'truancy' but often is indicative of other academic, personal and/or familial concerns. Involvement of the Attendance Officer may result in alternative interventions.
- Sections 25 and 26 of the Education Act describe the responsibilities of the Attendance Officer as follows:

### **Appointment of school attendance Officers**

25.(1) Every board shall appoint one or more school attendance officers. R.S.O. 1990, c. E.2, s. 25 (1).

(5) Jurisdiction and responsibility of school attendance officer- A school attendance appointed by a board has jurisdiction and is responsible for the enforcement of compulsory school attendance in respect of every child who is required to attend school and who;

- a) Is qualified to be a resident pupil of the board; or
- b) Is or has been enrolled during the current school year in a school operated by the board

### **Powers and duties of attendance Officers**

26.(1) Where a school attendance Officer 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 or guardian 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 or guardian or to the school from which the child is absent provided that, if exception is taken to the school attendance Officer entering a dwelling place, he or she shall not enter therein. R.S.O. 1990, c. E.2, s. 26 (1).

### **Inquiry by Officer and notice**

(4) A school attendance officer 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 [1] 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 [2] give written notice to the parent or guardian to cause the child to attend school forthwith, and shall [3] advise the parent or guardian in writing of the provisions of subsection 24 (2). R.S.O. 1990, c. E.2, s. 26 (4).

24. (1) The Lieutenant Governor in Council may appoint an officer, to be the Provincial School Attendance Officer, who shall, under the direction of the Minister, superintendent and direct the enforcement of compulsory school attendance. R.S.O. 1990, c. E.2, s. 24 (1).

### **Inquiry by Provincial Officer**

24. (2) Where the parent or guardian of a child considers that the child is excused from attendance at school under subsection 21 (2), and the appropriate school attendance Officer or the Provincial School Attendance Officer is of the opinion that the child should not be excused from attendance, the Provincial School Attendance Officer shall direct that an inquiry be made as to the validity of the reason or excuse for non-attendance and the other relevant circumstances, and for such purpose shall appoint one or more persons who are not employees of the board that operates the school that the child has the right to attend to conduct a hearing and to report to the Provincial School Attendance Officer the result of the inquiry and may, by order in writing signed by him or her, direct that the child,

- (a) be excused from attendance at school; or
- (b) attend school,

and a copy of the order shall be delivered to the board and to the parent or guardian of the child. R.S.O. 1990, c. E.2, s. 24 (2).

## **2. Referring to Attendance Officer**

### **2.1 Reasons for Referring:**

A student is considered to be of compulsory school age if they are registered and have attended at a given school AND under the age of 18 years. A student under the age of 6 years falls within the parameters of compulsory school age if they are registered. A referral to the Attendance Officer may occur for the following:

- If a preregistered student has not shown up to attend school;
- A student's absenteeism is a concern for school administration; attempts to remediate the attendance concern through verbal and written communication (i.e., Letter of Concern, Meeting Review Letter) with parent and student are unresolved;
- The school is not receiving prompt information from parent/guardian with respect to a student's absences;
- Patterns in the area of non-attendance are developing; and the student's academic progress is negatively impacted as a result; no medical information has been provided and home instruction is not deemed appropriate;
- A student has been absent for 15 consecutive school grant days without supporting information from the parent/guardian. **It should be emphasized that school administration should not wait 15 consecutive school grant days before notifying the Attendance Officer.**

Schools should not refer a student if:

- The student is ill and has appropriate medical documentation for the current school year. Where appropriate: Refer to the Lambton Kent District School Board's Home Instruction Policy and Procedure. (A-PR-220-13). This document can be found on the LKDSB Portal.

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. R.R.O. 1990, Reg. 298, s. 23 (3).

## 2.2 Plan of Action:

Once a student is referred, a plan will be decided through discussion between the principal/vice-principal and the Attendance Officer. This plan could include a number of approaches; e.g., warning about legal consequences of non-attendance; counseling sessions with student and/or parent/guardian; referral for psychological assistance; charges of 'Habitual Absence,' etc.

## 2.3 15, 30 and 45-Day Absences and Requests for Retain on Register Letter (R.O.R.):

- Students who have been absent for 15 consecutive days (regardless of age) without the appropriate supporting documentation, the student must be removed from the enrollment register on the day following the last day of attendance, unless;
  - The school has requested a Retain on Register (R.O.R.) Letter from the Attendance Officer. The request for a ROR should include the student's name, date of birth, date requested for ROR and a brief description that the school is taking steps to actively work with the parent/guardian to resolve attendance concerns;
  - A 15 day ROR has been requested, the principal/vice-principal may have formally submitted the case in writing to the Attendance Officer, using the Attendance Officer Referral Form (Appendix 1), and the student's file is still active;
  - ***The principal has documentation from the parent/guardian in which an expected date of return is indicated (e.g., from a vacation) and the principal approves (see 2.4).***
- Students who have been absent for 30 consecutive days, and who have been referred in writing to the Attendance Officer at or prior to the 15-day absence, the student must be removed from the enrollment register on the day following the last day of attendance:
  - The principal/vice-principal has formally submitted the case in writing to the Attendance Officer, using the Attendance Officer Referral Form (Appendix 1) **AND**;
  - The principal, parent and Attendance Officer agree that the student should be maintained on the register; in this case, documentation will be provided to the school from the Attendance Officer (i.e., Retain on register letter), to be placed in the school's

Attendance file. The student is retired from the register at the end of the next subsequent fifteen-day period if there is no further report from the Officer (the school should request this report if necessary).

- Students who have been absent for 45 consecutive days, and who have been referred in writing to the Attendance Officer at or prior to the 15 and 30-day absence, the student must be removed on the day following the last day of attendance, unless:
  - The principal/vice-principal has formally submitted the case in writing to the Attendance Officer, using the Attendance Officer Referral Form (Appendix 1) and;
  - The principal, parent and Attendance Officer agree that the student should be maintained on the register; in this case, documentation will be provided to the school from the Attendance Officer (i.e., Retain on Register letter), to be placed in the school's Attendance file. The student is retired from the register at the end of the next subsequent fifteen-day period if there is no further report from the Officer (the school should request this report if necessary);
  - The principal has received and approved a parental request for absence and a program of study has been provided.

Students who have been absent for 60 consecutive days will be removed from the enrollment register of the school on the day prior to the 60<sup>th</sup> day and placed on the LKDSB inactive register.

#### 2.4 Parental Request for Absence:

##### Requests under 15 days:

Parents can make written requests to remove their child from school for short term (14 consecutive days or less) periods, for such items as personal family reasons or vacations. There is no alternative program of study provided by the school and the student is responsible for the completion of the regular program activities and assessments. There are periods when these requests are best to be avoided – as outlined in the sample Secondary School Letter. (Appendix 6). As such, a school administrator may not approve the absence in the student's best academic interests – but this does not impede the Parent's end ability to remove the student during the requested time period.

##### Requests over 15 days:

In accordance with subsection 23(3) of Regulation 298, "Operation of Schools-General", a student may be excused by the principal from attendance at school, at the written request of the parent/guardian as in the case of: exceptional circumstance or other personal reasons. However, if the length of absence is expected to exceed 15 consecutive school grant days, and the student is to be retained on the active register, a written request **must** be completed by the parent, and approved by the principal. In order to retain the student on the active register, a program of study for the student **must** be provided while they are absent. Details outlining the alternative program of

study, developed by the school administrator in consultation with the student/parent/guardian, must be entered in the **Trillium Attendance Notes** and remain accessible for reference and audit purposes. The student is marked as “excused” for this period of time. If a program of study is not provided and the absence exceeds 15 days, the student must be removed from the register on the day following the last day of attendance. Verbal information supplied by the student/parent/guardian with respect to a prolonged absence is **not sufficient** for approving an absence, or retiring a student from the register. **This letter must be kept with the school’s attendance records (NOT filed in the OSR), as it would be required for enrolment audit purposes.** (See Section 4 – Records Management)

## 2.5 Whereabouts Unknown:

The Attendance Officer should be contacted when:

- The student appears to have moved residences, is not attending school, and no information has been received from the parent/guardian with respect to the move;
- The parent has informed the school of the move, has moved to another school district, and no “Request for OSR” has been received after a reasonable wait period from the receiving school.

## 2.6 Pupils in Care and Treatment or Correctional Programs, Hospital Board Schools, or Provincial or Demonstration Schools

Pupils enrolled in care and treatment or correctional programs, in schools operated by hospital boards; (Section 68 School Authorities), in Provincial Schools for the deaf, blind, and deaf-blind, or in Demonstration Schools must not be included in the register for the period of time, including transition periods, that they are attending these programs/schools. Pupils admitted to these programs/schools, in accordance with ministry guidelines, are those who cannot attend the local school of the board on a regular basis because of their need for the services provided by these programs/schools.

Schools should expect an OSR request from the program facility.

## 2.7 Alternative Programs/Home Instruction:

Students who are registered in one of the Lambton Kent District School Board’s alternative programs, are maintained on the register of their home school which offers the program.

Students are placed on Home Instruction for various reasons. The student is maintained on the home school’s register and considered present. Copies of this application procedure are available on the LKDSB Portal.



**2.8 Home Schooling:**

Home Schooling occurs when a parent/guardian chooses to instruct their child or children within their own home, providing instruction through their own means. Parent/guardians who choose to provide Home Schooling **may** send a notice of intent informing the Director of their decision to home school. A child who is Home Schooled is retired from the school's register. Copies of this application procedure are provided in the school's Administrative Procedures (A-PR-211.1-13) and available from the student's home school.

**2.9 S.A.L. (Supervised Alternative Learning):**

Students who are approved for S.A.L. are maintained on the register of their home school. Referral procedures are dealt with in the "Administrative Procedures - Supervised Alternative Learning." Copies of this application procedure are provided in the school's Administrative Procedures (A-SE-301-11) and available from the student's home school.

**3. Legal Implications of Non-Attendance**

Students and parents can be prosecuted as a result of attendance difficulties that are not resolved through less intrusive means.

**3.1 Charging a Student:**

The decision to consider court intervention for 'habitual absence' is made after other less intrusive attempts to return him/her to regular attendance have failed and a letter has been sent home by school administration to acknowledge that contact with the student's parent/guardian has been made. Charges are not laid against students under the age of 12 years. When deciding to charge a 15-year-old student, it is important to take into account the time it takes to process the charge, obtain the appropriate evidence, and the likelihood that a charge will lead to improved attendance. Ultimately, the most important consideration is returning the student to regular attendance through the least intrusive means possible. Neither maintaining a student on the register, nor punishment, should be the reasons for pressing charges. Charges should be laid when school personnel and the Attendance Officer believe the outcome will be improved school attendance coupled with greater academic success.

Section 30 (5) of the Education Act deals with the habitual absence of a student:

*Section 30 (5) Habitually Absent from School - A child who is required by law to attend school and who refuses to attend or who is habitually absent from school is 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 the Act applies in any proceeding under this section.*

**3.2 Charging a Parent:**

Parents and guardians are required to ensure that their children attend school regularly. Charges can also be laid against parents/guardians who are negligent in their approach to ensuring the regular attendance of their child or children. This is a particularly important approach for parents of children under the age of 12 years. The younger a child is when attendance problems develop, the more difficult it will be in later years to successfully return a student to regular attendance. Early intervention into attendance irregularities is recommended whenever possible.

Section 30 (1) of the Education Act deals with the liability of the parent/guardian:

Section 30 (1) Liability of Parent or Guardian - A parent or guardian of a child of compulsory school age who neglects or refuses to cause the child to attend school is, unless the child is legally excused from attendance, guilty of an offence and on conviction is liable to a fine and/or other court sanctions.

**3.3 Charging an Employer:**

Students of compulsory age cannot be employed during school hours unless there is an agreement between the Board and the employer (e.g., S.A.L).

Section 30 (3) of the Education Act deals with the liability of an employer:

Section 30 (3) Employment during school hours - A person who employs during school hours a child who is required to attend school under section 21 is guilty of an offence and on conviction is liable to a fine.

**4. Records Management**

Tracking the Retain on Register (R.O.R.) documentation.

1. School administrators must forward ROR's upon receipt to the attendance secretary to be recorded in Trillium Calendar Profile.
2. A hard copy shall be maintained with the monthly enrolment register summaries at the school level for audit purposes.
3. ROR's are not to be placed in the student's OSR.

Implementation Date: September 15, 1999

Revised: December 11, 2002  
September 10, 2003  
March 10, 2004  
December 4, 2007  
November 16, 2015  
July 5, 2017

Reference: Education Act



## ATTENDANCE OFFICER REFERRAL FORM

Referral Date:			
School:		Phone:	
Student Name:		Credits to Date:	
Grade:	OEN::	Date of Birth:	
Name and Address of Parent/Guardian:		Phone Number(s) of Parent/Guardian:	
Alternative Contacts Names and Phone #'s:			
Is the student an Exceptional Pupil?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, indicate: <input type="checkbox"/> Autism <input type="checkbox"/> Behaviour <input type="checkbox"/> Blind/Low Vision <input type="checkbox"/> Deaf/Hard-of-Hearing <input type="checkbox"/> Developmental Disability <input type="checkbox"/> Giftedness	<input type="checkbox"/> Language Impairment <input type="checkbox"/> Learning Disability <input type="checkbox"/> Mild Intellectual Disability <input type="checkbox"/> Multiple Exceptionalities <input type="checkbox"/> Physical Disability <input type="checkbox"/> Speech Impairment

**Contact with the student/family has been as follows:**

DATE	NATURE OF CONTACT (EG., PHONE/LETTER/MEETING)

**The following interventions have been attempted at the school level prior to this referral:**

<input type="checkbox"/> Initial Concerns/Letters	<input type="checkbox"/> Student Success
<input type="checkbox"/> Contact with Parent/Guardian	<input type="checkbox"/> Alternative Education
<input type="checkbox"/> Modified Timetable (e.g., half-days)	<input type="checkbox"/> Co-op
<input type="checkbox"/> Resource Time/Credit Recovery	<input type="checkbox"/> e-Learning
Other Information:	

Name of Principal or Vice-Principal Making Referral:	
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**Should the student not return to appropriate attendance within the next 15 days, contact the Attendance Officer to request a subsequent "Retain on Register" Letter.**

**SUBMIT THIS FORM TO THE ATTENDANCE OFFICER VIA**

**Chatham-Kent Primary Contact: Lis Hoskins:** E-mail: elisabeth.hoskins@lkdsb.net  
 Phone: **Ext. 31535** Fax: (519)352-2908  
 c/o Chatham-Kent Secondary School, 285 McNaughton Ave., E., Chatham N7L 2G7

**Lambton Primary Contact: Andy Collins:** E-mail: andy.collins@lkdsb.net  
 Phone: **Ext. 31525** Fax: (519) 332-5039  
 c/o St. Clair Secondary School, 340 Murphy Road., Sarnia N7S 2X1

The Attendance Officer Referral Form should be stored in a binder separate from the student's OSR.

Additional contact with the student/family has been as follows:

<u>DATE</u>	<u>NATURE OF CONTACT (EG., PHONE/LETTER/MEETING)</u>

## APPENDIX 2

**SAMPLE 'INITIAL CONCERN' LETTER - Elementary**

This is a sample letter only, and not intended to replace your own personalized letter to parents with students with attendance concerns.

**Additionally, copy of the Student's Daily Attendance Record from Trillium shall be included with the formal attendance counsellor referral.**

Date

Mr. and Mrs. Smith  
13 Truant Lane  
Anytown, Ontario

Dear Mr. and Mrs. Smith:

Re: Attendance for Susie Smith (D.O.B.: 1993-10-31)

I am writing to you to express my concern about Susie's excessive absences from school. Since the beginning of this school year, she has been absent a total of 15 days of a possible x days of classroom instruction. This represents x% of instructional time that (student name) is entitled to receive. Two of these days were reported by you as illnesses, but we have been unable to reach you to verify the reasons for the rest of her absences.

Students who do not consistently attend school often have difficulty keeping pace with the academic program. Absenteeism impacts student's ability to maintain friendships and negatively impact self-esteem. Sometimes illness and/or mental health difficulties prevent students from attending regularly. In these instances, medical documentation that these difficulties prevent a student from attending is required. Students under the age of 18 are required by law to attend school.

Please call me as soon as you receive this letter so that we can further discuss the reasons for Susie's absences. Should attendance concerns not be resolved at the school level, a referral to the LKDSB attendance Officer may be considered.

Sincerely;

Ms. A.R. Principal  
Anytown Elementary School  
cc. Attendance Officer

APPENDIX 3

**SAMPLE #1: 6 DAYS ABSENT INITIAL CONCERN LETTER - SECONDARY**

This is a sample letter only, and not intended to replace your own personalized letter to parents with students with attendance concerns.

**Additionally, copy of the Student's Daily Attendance Record from Trillium shall be included with the formal attendance counsellor referral.**

Date

Re: (Insert Student Name)

D.O.B:

Dear Parent or Guardian:

This letter is to inform you about your child's attendance and/or lates. Students who are absent from class often or continually arrive late are at a greater risk of not achieving to their potential and putting their credits in jeopardy.

Please find enclosed a report outlining your **child's** attendance. The attached attendance report covers the time period **insert date range**. The report outlines the number of lates, absences, and excused absences from each class. You may contact us, using the information above, at any time to discuss your child's situation with respect to attendance and to make a plan for academic success. Classes missed due to bus cancellations or suspensions are not included in these totals.

Please take time to review the enclosed information with your child. Please contact me to discuss your child's attendance in further detail. If you have not acknowledged receipt of this letter within 5 school days, a referral will be made to the Attendance Officer for the Lambton Kent District School Board to ensure additional supports are put in place.

Sincerely,

Vice-Principal

cc: Principal  
Attendance Officer, LKDSB

APPENDIX 3 - A

**SAMPLE #2: 15 DAYS ABSENT LETTER - SECONDARY**

Date

Re: (Insert Student Name)

D.O.B:

Dear Parent or Guardian,

This letter is to inform you about your child's attendance and/or lates. Students who are absent from class often or continually arrive late are at a greater risk of not achieving to their potential and putting their credits in jeopardy.

Please find enclosed a report outlining your child's attendance. The attached attendance report covers the time period from **insert date range**. The report outlines the number of lates, absences, and excused absences from each class. You may contact us, using the information above, at any time to discuss your child's situation with respect to attendance and academic progress. Classes missed due to bus cancellations or suspensions are not included in these totals.

We expect to see your child in attendance at school. If there are extenuating circumstances regarding your child's attendance, please contact us. By law, students under the age of 18 must be attending an academic program regularly. Your child has missed 15 consecutive days or more and has been referred to the Lambton Kent District School Board's Attendance Officer who will personally contact you and offer additional support. As per Ministry of Education Guidelines, your child will be removed from class(es) or be demitted from the school register unless you are able to contact us to provide documentation.

I expect to hear from you within 5 school days to discuss your child's situation to assist you in returning your child to school.

Respectfully,

Vice-Principal

cc: -Principal  
-Attendance Officer, LKDSB



**SAMPLE #3: (SAL STUDENTS ONLY) 15 DAYS ABSENT LETTER  
SECONDARY**

SAL Students only 15 Days Absent

November 1, 2013

Dear Parent or Guardian

Re: \_\_\_\_\_

As you were made aware through the Supervised Alternative Learning (SAL) enrollment process, that for best results, your child should contact the SAL Primary Contact weekly. To remain in the program, your child **must** make direct contact with the SAL Primary Contact Person, at least one time every 30 calendar days.

Your child has not checked in since \_\_\_\_\_

If he / she does not do this, a procedure will be put in place to remove your child from SAL. Please take time to review this information with your child. Please contact me to discuss your child's attendance in further detail. I expect to hear from you within 5 school days.

Sincerely,

Vice-Principal

cc: - Principal,  
- Attendance Officer, LKDSB

APPENDIX 3 - C

**SAMPLE #4: (SAL) TERMINATION LETTER FOR INACTIVE STUDENTS  
Under 18**

Date

Dear Parent or Guardian

Re: \_\_\_\_\_

Attendance at school is mandatory for any child under the age of 18. We have made numerous attempts to enable \_\_\_\_\_ to attend school, including a referral to the Supervised Alternative Learning Program (SAL). As your child is under 18 and is not attending SAL by checking in once per month, they have been removed from the school's register and placed on the LKDSB inactive register.

We would welcome the opportunity to work with you to ensure your child's attendance in a schooling program. If you wish to pursue this option, please call me.

Sincerely,

Vice-Principal

cc:     - Principal  
       - Attendance Officer, LKDSB

APPENDIX 3 - D

**SAMPLE #5: TERMINATION LETTER FOR INACTIVE STUDENTS Under 18**

Date

Dear Parent or Guardian

Re: \_\_\_\_\_

Attendance at school is mandatory for any child under the age of 18. We have made numerous attempts to enable \_\_\_\_\_ to attend school. As your child is under 18 and is not attending school, they have been removed from the school's register, and placed on the LKDSB's inactive register.

We would welcome your child back to regular attendance at any time. If you wish to pursue this option, please call me.

Sincerely,

Vice-Principal

cc: - Principal  
- Attendance Officer, LKDSB

## APPENDIX 3 - E

**SAMPLE #7: INITIAL LETTER OF CONCERN - Alternate**

DATE

Dear (parent/guardian):

As attempts to contact you have been unsuccessful to date, this letter is sent to you to inform you in writing of my concerns regarding (full name and DOB of student)'s frequent absences from school. Since the beginning of the school year, (student) has been absent (#) times. As there have been (#) scheduled days of instruction to date, the # of days that (student) has been absent represents (%) of (his/her) classroom time.

Success in school is affected not only by participation in daily instructional and assessment activities, but also by the provision of opportunities for youth to develop and maintain appropriate peer relationships that form when youth have regular contact with each other. I do recognize that some absences are unavoidable, and that student illness is responsible for limited school absences from time to time; however, an inconsistent pattern of attendance puts the student's ability to have a successful school experience at risk.

Your continuing support of school efforts to provide \_\_\_\_\_ with quality educational opportunities is vital, and to that end, I ask that you contact me by \_\_\_\_\_ (a date not later than one week from the date of this letter) to arrange a mutually convenient date and time to meet with a view to building a sustainable appropriate attendance plan. It is my desire to resolve this matter at the school level, however, should a response to this letter not be received by the above mentioned date, a referral will be made to the Lambton Kent District School Board's Attendance Officer for additional support.

Sincerely,

APPENDIX 4

**SAMPLE MEETING REVIEW LETTER**

Date

Address

Dear:

Thank you for speaking with me on ..... and for allowing me to discuss school attendance concerns with you at that time. Your polite manner and candid responses to my questions was appreciated. This letter is sent to you today, with copy to..... to ensure that everyone involved in your educational journey is kept current.

As discussed, arrangements have been made for you to ..... with a view to offering you educational opportunities that best fit your present academic circumstances, and your stated learning style. During our discussion, you indicated that you understood that your placement at.... requires that you .....

I am available to you, should you have related questions or concerns, and can be reached at ..... during regular school hours.

Sincerely,

c.c. - Attendance Officer, LKDSB

APPENDIX 5

**SAMPLE RETAIN ON REGISTER EMAIL REQUEST**

Retain on Register (ROR) Request – email Template

Subject: ROR Request

Hi (Insert name of Attendance Officer)

Can I please have an ROR for (insert name) – **DOB (insert)** and  
Please date it for (insert date). (Insert Name) (Insert supporting details: number of days absent,  
contacts and /or meetings with parent/guardian and / or outside agencies, letters sent, school based  
interventions, SAL referral etc.)

(Insert name and school)

School Letterhead

**PARENTAL REQUEST FOR STUDENT ABSENCE**

Date: \_\_\_\_\_

I hereby request that \_\_\_\_\_ be excused from school from \_\_\_\_\_ to \_\_\_\_\_ inclusive, for the following reason:

\_\_\_\_\_

I understand that he/she is responsible for all regular school work missed during this period of absence. There is no alternate program of study provided. I understand that only in exceptional circumstances will a request for absence receive consent during a period of term tests for formal examinations. During times of testing and examinations, it is expected that court dates, interview appointments and medical appointments be changed, and that the scheduled tests and examinations will take precedence over family travel plans. Teachers cannot be expected to set special tests and exams for these cases.

I understand that during period absence, students are evaluated according to departmental policy as it pertains to each subject.

There is no guarantee of a passing mark.

Signature of Parent/Guardian: \_\_\_\_\_

I approve the request

I do not approve this request for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Principal/Vice-Principal: \_\_\_\_\_