



# St. Brother André Catholic High School

## Student Attendance Procedures and Expectations

### My Child is Going to Be Absent/Late - What Do I Do?

**ALL MATTERS OF ATTENDANCE** should be reported PRIOR (Before 8:20am) to the start of the affected school day. This includes:

1. **Full-Day Absence**
2. **Late for School**
3. **Early Leave and Possible Return**

#### **1. Full-Day Absence:**

1. Parent(s)/Guardian(s) to report the absence **one of three possible methods (must be reported before 8:20am):**
  - a. **Phone:** Safe Arrival system: 1-855-856-7862
  - b. **School Messenger app** (can be downloaded from Google Play Store or App Store (Iphones))
  - c. **School Messenger Website:** <https://go.schoolmessenger.ca>
2. If the Full Day absence is not reported by 8:20am, parent(s)/guardian(s) will receive an automated message from the school messenger system in order to report the absence.
  - a. Please follow the automated instructions to report your child's absence.
  - b. If your child is at school and you receive the automated message, please hang up and call the **main office (905) 294-7671** (Press 1 for attendance) for assistance.
  - c. After the **gam callout**, please contact the office (905) 294-7671 (Press 1 for attendance), if you need to report same-day attendance.

#### **2. Late for School:**

1. Parent(s)/Guardian(s) are expected to report **ALL LATES to school** via the **3 methods** stated above.
  - a. **In addition:**
    - i. If a student arrives **BEFORE 8:40AM**: student is to report straight to Period 1, and a "Late" will be recorded by the classroom teacher.
    - ii. If a student arrives **AFTER 8:40AM**: student is to report to the attendance office (located in the main office) for a late slip and proceed directly to class.

#### **3. Early Leave and Possible Return:**

1. Parent(s)/Guardian(s) are expected to report **ALL Early leaves and possible Return** via the **3 ways** stated above.
  - a. **Early leaves** - students are expected to leave school property for the duration of the leave. Students cannot be signed out and remain in the school. Once the student returns, they must sign back in at the attendance office.
  - b. In the case of an **emergency** (as issues may arise last minute) please contact the school **(905) 294-7671 (Press 1 for attendance)**.
  - c. \*\*We will do our best to accommodate but depending on the time of the call, there may be delays and your patience is appreciated.

### Additional Notes:

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- If you receive an **automated attendance call at the END OF THE SCHOOL DAY (approx. 5pm)**, this means that any of the above attendance matters were not reported. Please provide your child with a parent note the next day (bring to the attendance office) indicating the reason(s) for the absence, as this needs to be adjusted in our attendance system.
- It is highly suggested that all attendance matters be reported to avoid phone calls during the school day.
- Only Parents/Legal Guardians are permitted to report any of the above attendance matters with the school. Students are not permitted to report their own attendance matters.
- Parents and Guardians may also refer to the YCDSB handout: [Secondary Student Attendance Parent-Guardian Flowchart](#)

### **Extended Absences During the School Year:**

- The School does not approve of extended vacations (3 or more school days) nor does it encourage parents to withdraw students for the purpose of a vacation at times other than the holidays as set by the YCDSB and the Ministry of Education. Any time that students are out of school, their progress is affected. Students are responsible for all work that is missed and they can expect to make up for any missed evaluations upon return.
- **If a student will be absent from school for an extended period of time, an [Extended Absence Form \(S39A\)](#) must be completed and returned to the Main office at least **two weeks prior** to the expected absence. The S.39A form can be picked up from Ms. Marino.**

### **Appointments During the School Day**

- We ask that families do their best to schedule all medical appointments outside of the school day. If it is not possible, please refer to the aforementioned procedures to report the absence.

We thank you for your continued support in our attendance procedures for the 2023-24 school year.