

## **Attendance Procedures**

### **If your son/daughter will be absent for a full day**

- Parent calls school before 10 am to report absence. (416-396-8220 press 1)
- Students must provide a note to the Main Office if parent did not report absence.
- All students must report to the Main Office upon return to be issued an "Absence Reported" slip to show all teachers.
- Students are responsible for all work missed.

### **If your son/daughter will be absent for a partial day**

- Before leaving the school during the day, students must sign out in the Main Office under the following conditions:
  - ❖ a note from parent
  - ❖ a call from parent
  - ❖ permission of the Administration
- If student returns during the school day, a note must be provided and they must sign in at the Main Office and present their sign out slip.
- Students who go home for lunch and do not return must inform the school by:
  - ❖ a call from parent
  - ❖ a note upon their return
- Students who are 18 years old and older with a valid reason may sign out with their own notes.

### **If your son/daughter will have an extended absence due to injury or illness**

- A medical note is required for students who cannot attend school for more than 2 weeks due to illness or injury.
- For longer absences, home instruction can be provided (for up to 5 hours a week). Medical documentation is required. Please see a guidance counsellor or administrator to make these arrangements.

### ***Regular Attendance and Punctuality***

- Regular attendance is essential for success and students are expected to attend all the classes on their timetable.
- Parents can expect an automated message from the school if their son/daughter was absent from class without parent authorization.
- Parents can request an attendance record from the school to confirm that their son/daughter is attending regularly.
- Parents are encouraged to speak with a guidance counsellor or administrator if they are having difficulty with their son/daughter attending school regularly.
- Students who arrive late for class cause an unnecessary disruption to their teachers and classmates.
- A late student often misses important information and instructions given at the beginning of the class.
- Students are expected to show courtesy to others and concern for other students by being on time for all classes.