

Attendance Policy

Approved: February 20 2025

Regular participation and attendance at school in registered classrooms and courses is closely correlated with better long-term wellness and achievement outcomes for students. WRCA believes that the discipline of regular and timely attendance at school fosters future success, accountability and responsibility.

Unnecessary absences and lates are shown to result in decreased achievement, particularly for senior school students enrolled in challenging academic courses. Prolonged or regular absences and lates are also associated with decreased achievement in the foundational junior school literacy and numeracy instruction all students need to experience success later in their educational journey. Absenteeism also places additional strain on staff and school resources to make up for learning loss, prepare additional learning plans and/or add extra assessment and feedback outside the teacher's normal routines.

The purpose of this policy is to make clear the expectations and responsibilities of staff, students and parents/caregivers to ensure that absences and lates are minimized.

Policy Statements	Regulations
1. Families are responsible for ensuring that students are in class when expected.	1.1 Family responsibilities include ensuring: 1.1.1 Students will attend all their registered classes, every school day. 1.1.2 Students will arrive on time and be in the classroom for the entire class time.
2. The school has responsibilities related to student attendance.	2.2 School responsibilities: 2.2.1 School staff shall keep a record of absences and tardiness, including documentation of excused absences. 2.2.2 For junior school, attendance is taken when class starts in the morning. Students will be marked late if they arrive after the start of the school day. 2.2.3 For senior school, attendance is taken for each block. Students will be considered late if they arrive within 30 minutes of the start of a block. They will be considered absent if they arrive later than 30 minutes after the start of a block or not at all. 2.2.4 Accurate attendance and lateness data shall be promptly entered into the student information system to enable accurate and timely reporting. 2.2.5 Upon enrollment and at the beginning of each school year, principals will inform students and their

	<p>parents/caregivers of the expectation that students attend school and attend on time, the benefits of regular school attendance, the consequences of lates and truancy, the role and responsibility of WRCA regarding truancy, and resources available to assist the student and their parents/caregivers in supporting disciplined habits.</p> <p>2.3 Senior school teachers are expected to maintain the course/class pages for the classes they teach. This includes posting resources, assignments and a course calendar on Managebac.</p> <p>2.4 Junior School Teachers will make reasonable efforts to support students who are absent.</p> <p>2.5 Teachers are not required to provide individual learning plans for students due to absences.</p>
3. Absences may be categorized as excused or unexcused.	<p>3.1 The Principal, or designate, has the authority to determine if an absence or late meets the criteria to be deemed an excused absence or excused late.</p> <p>3.2 The following are valid excuses for absences or lates:</p> <p>3.2.1. Participation in a school approved activity or instructional program;</p> <p>3.2.2. Illness, health condition or medical appointment for the student or a person for whom the student is legally responsible;</p> <p>3.2.3. Family emergency including, but not limited to, a death or illness in the family;</p> <p>3.2.4. Absence resulting from a disciplinary/corrective action (e.g. suspension or expulsion)</p> <p>3.2.5. Principal and parent/caregiver agreed upon activity</p> <p>3.3 For scheduling appointments:</p> <p>3.3.1 Families are encouraged to not schedule appointments, or other events at times that would cause students to be absent from school.</p> <p>3.3.2 Absences for medical reasons must be reported to the office. Students and parents should provide reasonable notice to teachers and administration in writing of any planned absences required due to illness or health reasons.</p> <p>3.4 The following are considered unexcused absences:</p> <p>3.4.1 Family or personal vacations</p> <p>3.4.3 Skipping the school day and/or a class</p>
4. There are general consequences for being late for, or	<p>4.1 Frequent absences or lates will negatively impact a student's achievement regardless of the origin of those absences. For this reason:</p>

<p>missing, school days and/or classes.</p>	<p>4.1.1 Students and their parents/guardians will receive a written notice when a student reaches 5 total absences or lates (excused and unexcused) within a term;</p> <p>4.1.2 When a student reaches 10 total absences or lates in a term, administration will contact the student and their parents/guardians and request a meeting; the purpose of this meeting is to identify the barriers to the student's regular and on-time attendance and the supports and resources that may be available to help the student regularly attend school on time. Another meeting will be required each time a student reaches an additional multiple of 5 total absences or lates in a term.</p> <p>4.1.3 A student who has had a meeting regarding absences or lates will be considered on Academic Probation for a minimum of one school term or until attendance improves. While on Academic Probation, the student's attendance will be closely monitored, and any further absences or lates may result in additional interventions or consequences to support their academic success.</p> <p>4.1.4 Should a student reach 20 total absences from a senior school course in one school year, their standing in the course will be placed in jeopardy and they may not receive course credit;</p> <p>4.1.5 The administration reserves the right to exercise discretion in the application of attendance-related consequences, considering individual circumstances as deemed appropriate.</p>
<p>5. There are consequences specific to missing school days and/or classes when a student is in the Diploma Programme.</p>	<p>5.1 If a student in the Diploma Programme (DP) is required to attend a meeting due to absences, that meeting will include the DP Coordinator. This meeting will also include a discussion on the student's future in the DP Programme.</p> <p>5.2 Students who have reached 35 total absences from an IB course are at risk of not being allowed to sit for the IB exams in May without an approved administrative waiver.</p>