



Attendance Policy

Every Day Counts

The Calgary Board of Education believes there is a strong positive correlation between attendance and a student's success in school. Regular attendance at school maximizes student learning, school attachment and the potential for high school completion. Research indicates students who have frequent absences as early as kindergarten are the students at risk of dropping out of school. Other facts about attendance include:

- Students who miss 15 days of school per year will miss a year of school before Grade 12.
- A student with 90% attendance will miss 4 weeks of school per year.
- Being 10 minutes late for class every day means the student will miss 6 days of instruction over the year.

The Alberta School Act section 13 and CBE Policy 6020 indicate:

An individual who at September 1 in a year is 6 years of age or older, and is younger than 16 years of age shall attend school.

A board shall make all reasonable efforts to ensure that a student who is enrolled in a school attends regularly and punctually.

It is the responsibility of parents/guardians to ensure compliance with this requirement and the responsibility of schools to ensure parents/guardians are informed promptly when the attendance of students is not satisfactory.

Calling in an absence

At Pratt School, we ask that Parents and Guardians contact the school whenever their child will be absent or late to class.

Please call 403-817-3520 and press '1' for the absence line.

We ask that you clearly state the child's name, grade, homeroom and reason for absence.

Excused vs Unexcused Absences

CBE guidelines regarding which absences/lates are considered *excused* and which are considered *unexcused* is the following

The school principal has the authority to determine if an absence is excused or unexcused.

Excused Absences:

- Illness, mental health condition or medical/dental appointment. If these are frequent or excessive you may want to request a medical note to excuse these absences.*
- Family emergency, death or illness in the family*
- Public Health quarantine*
- Religious or cultural observance*
- Court*
- Principal and parent/guardian mutually agreed approved activity*
- Extreme weather, transportation cancellations*
- An absence directly related to homeless status*

Unexcused Absences

- Any absence from school for a day or a portion thereof that does not meet the above criteria (please note that this includes family holidays and vacations taken during days schools are operational)*

Thank you for your assistance,



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