



# attendance MATTERS

**All attendance issues must be authorized by the parent or guardian listed on our school records.**

Report Absences through **School Messenger**:



- by the School Messenger App
- online at [go.schoolmessenger.ca](http://go.schoolmessenger.ca)
- By phone at 905-686-4300 ext. 3 or 1-844-288-7628

## **REPORTING ABSENCES:**

Please call the Student Absence Reporting Line before 8:10 am to report a student's absence or late arrival. If no absence is reported, School Messenger will make every attempt to contact parents and guardians. If you receive an automated call, and you are aware of the absence, please report your son or daughter's absence through School Messenger. If you are unaware, please call the school immediately at 905-686-4300.

Students, older brothers and sisters, aunts and uncles, and other emergency contacts are not permitted to report the student absence unless parental/guardian permission has been granted and the information in our system.

## **AUTOMATED PHONE CALLS:**

School Messenger will contact parents/guardians of students for any unreported absences during any period in the day using an automated system. A correct email address and phone number is necessary to ensure the proper use of this system. Our Safe Arrivals Message transmits between 8:30 am – 9:00 am. An automated message transmits at the end of the day to advise you of any absences or Periods 1 – 4.

## **LATE TO SCHOOL:**

Students are required to be on time for all classes. Classes begin at 8:10 am. Students arriving after the bell are required to sign in at the Attendance Office.

Parents/guardians must excuse all late arrivals. You may either report the late arrival through School Messenger or send a note with your son or daughter.

Upon arrival, the student must report to the Attendance Office to sign in. Otherwise, they are marked absent for the period, and an email and call will be made to the parent/guardian.

## **EARLY DEPARTURE:**

When students need to leave the school early, please report the early departure through School Messenger.

Students must sign out at the Attendance Office prior to leaving the school. Students who do not sign out are considered truant and a detention may be assigned.

If a student becomes ill during the school day, and wishes to leave school early, they are required to advise their teacher and report to the Attendance Office immediately. The student is to call their parent/guardian to obtain permission to leave. The student will remain in the office the parent/guardian has been contacted.

### PHONE MESSAGES TO STUDENTS:

Please ensure that your son or daughter is aware of any appointments or personal arrangements prior to their arrival to school. It is the school policy to keep classroom interruptions to a minimum during class instruction time.

### ABSENCES 5 DAYS OR MORE:

School Messenger only allows you to report a maximum of five consecutive absences. If your son or daughter will be absent for 5 consecutive days or more, please contact the school directly.

## HOW CAN ABSENCE AND LATENESS AFFECT YOUR SON OR DAUGHTER?

One or two days absent a week does not seem like much, but . . .

If your son/daughter misses . . .	That equals . . .	Which is . . .	And over 13 years of schooling, that's . . .
1 day every 2 weeks	20 days per year	4 weeks per year	Nearly 1½ years
1 day per week	40 days per year	8 weeks per year	Over 1½ years
2 days per week	80 days per year	16 weeks per year	Over 5 years
3 days per week	120 days per year	24 weeks per year	Nearly 8 years

How about 10 minutes late per day?

If your son/daughter is just missing . . .	That equals . . .	Which is about . . .	And over 13 years of schooling, that's . . .
10 minutes per day	50 minutes per week	Nearly 1½ weeks per year	Nearly ½ a year
20 minutes per day	100 minutes per week	Over 2½ weeks per year	Nearly 1 year
30 minutes per day	half a day per week	4 weeks per year	Nearly 1½ years
1 hour per day	1 day per week	8 weeks per year	Over 2 years

**Success** comes with **regular attendance** and being at school **on time**.

*Every day counts. There are only 194 school days in the year ....*

**ATTEND TODAY**  
**ACHIEVE TOMORROW**

