

ATTENDANCE MATTERS

Bentley Park College recognizes that daily attendance is critical to academic achievement and therefore expects every student to attend school and class on time every day. Ninety-five percent attendance has been set as the minimum standard.

School staff, students, families and the community share responsibility for student attendance. School staff has responsibility for communicating absence information with families and for instigating follow up procedures where the minimum standards are not being achieved. Families have the responsibility for making decisions about their children's schooling, providing information about known absence, engaging with the school to improve attendance and promoting the value of education and regular attendance. Students have the responsibility of being on time, being ready to learn and always striving to achieve our college's minimum standard. The Community can assist promoting the value of regular attendance by supporting our rewards programs, by contacting the school where truancy is suspected and by promoting the value of education to our students.

The College processes

- Communicating the policy and procedures to staff, students and families.
- Strengthening current attendance monitoring systems.
- Working with students and families to intervene early and often when students are absent without an excuse.
- Working to engage students in the learning process with strong curriculum, instruction and relationships with staff.
- Involving the community through shared expectations and actions.
- Meeting regulatory requirements under Education Act in reporting ongoing non attendance.

Informing Documents

[Regional Framing and Legislative Document](#)

Attendance Improvement Plan

Step	1. Develop a school attendance policy	2. Record and follow up student absences	3. Monitor student non-attendance and patterns of non-attendance	4. Develop a positive school culture	5. Collaborate with other agencies
Actions	<p>Attendance Matters</p> <p>Adopted - P&C in May 2010</p> <p>Communicate through regular newsletters</p>	<p>Current systems</p> <p>Rollmarking</p> <p>MessageU</p> <p>Rollmarker</p> <p>Attendance phone Line</p> <p>Informal and formal Letters (T Letters)</p>	<p>Processes and Tools developed</p> <p>Oneschool data charts</p> <p>SMS data</p> <p>Rollmarker</p> <p>Resource Personnel</p> <p>Use strategies from Regional 'Types of Absences and responses'</p>	<p>Link to Rewards Programs</p> <p>95% attendance or improved</p> <p>You can do It</p> <p>Anti bullying</p>	<p>Collaborate Cluster schools</p> <p>Flexible Learning Centre</p> <p>Hambledon House</p> <p>Youth Support Co-ordinator</p> <p>Edmonton Community Health</p>