



EE Oliver Elementary School ATTENDANCE PLAN

September

- Communicate attendance plan to staff and community stakeholders (Website, Open House, Meet the Staff, School Council).
- Prepare a list of students that had chronic non attendance during the prior school year.

October to June

- Office Manager provides a monthly attendance report that should be reviewed by the Designated Administrator and Office Manager to red flag attendance issues.
- Identified students should be either placed on the procedure list or placed on a watch list for tracking purposes.

School Procedures

Universal Supports:

1. Daily automated phone calls to be made for am/pm absences through PowerSchool.

Targeted Intervention:

2. Parent/Guardian contacted by the classroom teacher for unexplained absences:
 - 2.1. Communicate the importance of school attendance in a non-judgmental manner (provide a script).
 - 2.2. Teacher to track contact and attempted contact with parents in Log Entries in PowerSchool.

3. Support plan developed in collaboration with Collaborative Response (CR) team (create document) (Tier 2 - 3):

3.1. Check in/out adult within the building to provide a positive relationship for the student.

Specialized Intervention:

4. Principal or Designate contact home if CR supports are not effective:

4.1. Admin to track contact and attempted contact with parents in Log Entries in PowerSchool.

4.2. Offer supports or ideas that support the student and family in getting to school.

4.3. Discuss the root of the issue and any barrier for attendance.

5. Attendance Letter 1 sent home and a copy placed in the student's cum file.

6. Meeting with family that may or may not include the student as appropriate:

6.1. Discuss needed supports to improve attendance.

6.2. Discuss barriers and possible solutions to remove barriers.

Intensive Intervention:

7. Attendance Letter 2 sent home (Tier 3 transitioning to Tier 4):

7.1. Meeting with family that may or may not include the student as appropriate.

7.1.1. Discuss needed supports to improve attendance.

7.1.2. Discuss barriers and possible solutions to remove barriers.

8. Contact Divisional Supervisor to discuss future steps in the process:

8.1. Arrange a "community conference" or have an elder facilitate a sharing circle that includes all stakeholders.

8.2. Contact the Office of Student Attendance & Re-engagement.

8.3. Arrange for an administrative review.

8.4. Attendance board referral.

With the student

- Develop a warm and supportive rapport with the student. Find out his/her likes and dislikes and engage in friendly conversations;
- Don't criticize or make negative/sarcastic comments when the student comes to school, about the student missing school;
- Have a goal setting conversation with the student;
- Attempt to minimize punitive measures when addressing attendance issues;
- Connect student with an activity of interest within the school environment;
- Help catch the student up on missed work;
- Consider different course options with the student;
- Develop a student profile and use differentiated instruction targeted at the student's preferred learning method;
- Offer the student choices for demonstration of learning and assessment;
- Improve classroom climate;
- Increase student engagement with advance notice of upcoming topics of interest to the student;
- Make personal phone calls, send emails and/or mail letters to absent students;
- Recognize, reward and celebrate all improvements in attendance;
- Make positive statements to the child that link improved attendance to positive achievement, peer relations, and feelings of success;
- Meet with the student privately and set goals pertaining to attendance;
- Consider the development of an IEP with an Alternative Program Plan focused on the student developing improved attendance skills;
- Consider the development of an IEP with a Transition Plan, aimed at supporting the student in developing a value on school as a key to their future;
- Collect data on student attendance and look for patterns with day of week, subjects missed, weather, test days/due dates, field trips/changes to regular schedule, frequency, etc. to discuss with the student in a supportive collaborative problem solving way;

- Consider and collaboratively solve issues involving lack of food, transportation, inadequate clothing for the weather, lack of clean clothes, bullying, substance abuse issues, etc.;
- Encourage the student to become involved in extracurricular activities.

With Parents

- Develop a positive rapport with parents/guardians;
- Make and maintain frequent contact with parents and enlist their support as part of the team;
- Establish regular meetings with parents and the student;
- Send home positive reinforcements for student attendance and communicate school successes;
- Home visits - when unable to connect with home or unable to facilitate a meeting - caveat - make sure to take another adult;
- Any missed school work should be paired back to essentials and a plan established with home and student to hand in completed work;
- Provide contacts for out of school support (public counselors, nurse, etc.);
- Suggest resources for appropriate medical reasons for missing school;
- Offer support for issues relating to their child's needs at school (food, clothing, hygiene, transportation, etc.).

APPENDIX A - Sample Scripts

Attendance Concern Script # 1

Hello, This is _____, _____'s teacher from École Springfield Elementary. I'm phoning today because I'm worried about _____ as he/she has not been in school. During the school day, our class is learning new concepts and at this age much of our work is hands-on practice and discussion, so it is very hard for kids to catch up when they've been absent or come in late in the school day. I have dreams and goals for _____ to learn as much as they can in order to have every opportunity in life and I know you do, too. A big part of _____ achieving this is consistent attendance. Research shows that missing 10 percent of the school, or about 18 days in most school districts, negatively affects a student's academic performance. That's just two days a month, and that's known as chronic absenteeism. When I look in our school records, I see _____ has been absent _____ days which is _____% for the period of _____. I understand that there are many valid reasons for being absent. What do you think is getting in the way? What are some things we can do together to make sure _____ is able to make it to school regularly, so they can do their best in class?

Thank you so much for your time. Please let me know if I can help in any way.

We just want to find out if there is anything we can do to support _____ being in school as often as possible.

**** Teachers should access attendance reports in Dossier.**

Attendance Concern Script #2

Hello,

This is _____, _____'s teacher from school. I'm just checking in to make sure that everything is OK with _____. We haven't seen him/her in a while and their classmates have been missing them. I also miss _____ when he/she isn't in class.(or. We've been missing him/her in class and his friends have been asking about him/her). It's not the same without _____.

(wait for a response)

We want to do everything we can to help _____ with friendships and achieving their best academically. Is there anything we can help you with here at the school to get _____ attending regularly?

Thanks for your time. If you can think of anything else we can do to help, please let me know.

APPENDIX B - COMMUNICATION MESSAGES FOR NEWSLETTERS, SOCIAL MEDIA ETC. .

Why does school attendance matter?

Did you know...students who frequently miss school, even as early as kindergarten, are more likely to have difficulty in school. - Alberta Education.

**Missing a few days of school here and there may not seem a big deal, but research shows that it can have a significant impact on children's learning.

** excused and unexcused absences have the same negative effect on student academic performance.

**Children who miss a substantial amount of school fall behind their peers, and struggle to catch up.

**Did you know... Most of the work done at Ecole Springfield is hands on and discussion learning? When a child misses school for any reason, they are missing learning opportunities that may never be able to make up? If attendance is inconsistent, this can lead to big gaps in their learning.

****Friendships** can be affected by persistent absence, too: it can be hard for a child who misses lots of school to form relationships with their classmates.

The attendance rate is important because **students are more likely to succeed in academics when they attend school consistently. It's difficult for the teacher and the class to build their skills and progress if a large number of students are frequently absent.

Being late for school hurts a child's learning too. A student who is 10 minutes late every day will miss more than 30 hours of instruction during the year.

The following 10 facts are taken from www.attendanceworks.org

1. Absenteeism in the first month of school can predict poor attendance throughout the school year. Half the students who miss 2-4 days in September go on to miss nearly a month of school. [Read more...](#)

3. Absenteeism and its ill effects start early. One in 10 kindergarten and first grade students are chronically absent. [Read more...](#)

4. Poor attendance can influence whether children read proficiently by the end of third grade or be held back. [Read more...](#)

5. By 6th grade, chronic absence becomes a leading indicator that a student will drop out of high school. [Read more...](#)

6. Research shows that missing 10 percent of the school, or about 18 days in most school districts, negatively affects a student's academic performance. That's just two days a month and that's known as chronic absence. [Read more...](#)

7. Students who live in communities with high levels of poverty are four times more likely to be chronically absent than others often for reasons beyond their control, such as unstable housing, unreliable transportation and a lack of access to health care. [Read more...](#)

8. When students improve their attendance rates, they improve their academic prospects and chances for graduating. [Read more...](#)

9. Attendance improves when schools engage students and parents in positive ways and when schools provide mentors for chronically absent students. [Read more...](#)

10. Most school districts and states don't look at all the right data to improve school attendance. They track how many students show up every day and how many are skipping school without an excuse, but not how many are missing so many days in excused and unexcused absence that they are headed off track academically. [Read more...](#)