

## Student Attendance Policy

In compliance with the Ontario School Attendance Act which states “that every child between the ages of 6-16 attend school for the full term and that the responsibility of such attendance is placed on the parents or guardians” GDACS urges that all of our students attend each day.

1. Parents are to ensure that the reason for keeping a child home is a valid one - sickness, health related appointments, etc.
2. School begins promptly each day at 8:50 and all students are to be in attendance. If a student is late they must report to the office.
3. If a child is going on vacation, arrangements are to be made following the procedure in the *Student Vacation Withdrawal Policy*
4. When a child is absent, the parent or guardian is to notify the school before 8:50 a.m. Notes sent with a sibling, a phone call or message left on the answering machine, or an email sent to [office@gdacs.org](mailto:office@gdacs.org) are all acceptable ways of notifying the school of a student absence. Office personnel will call the homes of absent students after 9:00 a.m. in order to determine the reason for the absence and to ensure that students are safe and accounted for.
5. Teachers will oversee the preparation of homework for the absent child and will attempt to have this ready by dismissal time for pick up
6. The child, under the direction of the parent (guardian), is responsible for the completion of missed work. Completion of tests that are missed will be arranged upon the return of the student to school.
7. If a child is away due to a lengthy illness, teacher(s) and parents will need to make special arrangements in order that core work may be completed.

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