

# Sparling School

Principal  
Jon Skinner

Assistant Principal  
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## Attendance Policy

Students are expected to be in attendance every day and at every class. Research shows this is one of the greatest single factors in success at the high school level. Students who are absent from school for a portion or all of a school day without the previous knowledge and consent of their parents are inexcusably absent. If a student is going to be absent from school (for a valid reason), parents must call the school as soon as possible, preferably the morning of the absence. We acknowledge that there are many factors that impact student attendance including mental health, significant changes in a student's life, and the impact of socio-economic issues. This plan will be dependent on individual student situations and will be handled with compassion and care.

Parents/guardians must accept full responsibility for the adverse effects of the absence. Regular class attendance is important to achievement. If an absence is planned during the school year, the student's parent should let the school administration and the various subject teachers know well before the absence.

Teachers **may** give guidance and assignments that will reduce the negative effects of the absence.

**Please note that in virtually all situations, significant absences will have a detrimental effect on achievement.**

## Procedure

When attendance has an observable effect on a students' learning, the following steps will be followed. At all times, the intent is to build connections and positive relationships between staff, home, and the student. These relationships are paramount in dealing with any attendance concern.

1. The teacher will communicate the concern home through phone or email.
2. The teacher will communicate the concern to the office and will communicate with home by phone.
3. Administration will communicate the concern with home by phone.
4. Administration will communicate the concern with home by letter.
5. Administration will communicate the concern with the School Division.