

Royal School Attendance Policy SY 2018-19

Whenever a student is absent from school, the parent/guardian must call the school and explain the reason for the absence. This should be done by 8:15 a.m. on the day that the child is absent. **Please call 587- 4510 ext. 1.** A follow-up telephone call may be made by the school. Please note that frequent absences adversely affect students' progress.

Students who have persistent attendance problems are monitored weekly by the counselor. This monitoring is to ensure that the focus remains on improving student attendance. The counselor will also look for ways to support students and families encountering difficulties relating to attendance.

This process to improve student attendance is as follows:

Number of Absences	Action to be Taken
5	<ul style="list-style-type: none">• Teacher contacts parents/guardians.
10	<ul style="list-style-type: none">• 1st letter sent home to parents/guardians.
15 or more	<ul style="list-style-type: none">• 2nd letter sent home to parents/guardians.• Parents/Guardians will be required to attend a conference with counselor and VP.• A home visit will be done.• If no improvement is noted, a Family Court Referral to address chronic absenteeism may be filed.