



Student Attendance Expectations and Absence Reasons and Codes

Suzuki Charter School strongly encourages all students to attend school regularly and punctually in order to enhance the likelihood of successful learning. The *School Act* provides the provincial expectations related to student attendance at school and defines what reasons may legitimately keep students away from school. Section 13(5) of this act excuses a student from attending school only if due to: sickness, religious holiday, suspension/expulsion, bereavement, permission from a School Board, or other unavoidable circumstances. You may access a copy of this section of the School Act from the Alberta Education website (<http://education.alberta.ca/department/policy/legislation/regulations.aspx>).

Please note that family holidays, extension of school vacation periods, or parental permission given to a student to stay away from school are not considered to be an excused absence. If a student is chronically absent from school for “unexcused” reasons, the school will be following up with parents by letters home, parent/principal phone calls, and/or meetings with the classroom teacher, parent, and principal.

The following is a list of student absence reasons and codes utilized by Suzuki Charter School which align with the *School Act*:

Absence Reason	Example of Use	School Act Interpretation	Absence Code Used
Absences			
Absent	No reason given/no contact from parent	Unexcused	AU
Parent Aware	School notified by parent with reason not conforming to school act (vacation, tired, parent is ill, bad weather, flat tire etc.)	Unexcused	PA
Illness	Student is sick	Excused	AE
Other Medical	Any medical/dental other than illness (surgery etc.)	Excused	AE
Religious Holiday	Day is a holiday in student’s religion	Excused	AE
Bereavement	Death in family	Excused	AE
Unavoidable Circumstances	Legal or safety issues – school will make note of reason	Excused	AE
Out of School Suspension	Student is suspended from school	Excused	AE
Lates			
In class after 8:30 Bell	No reason given or reason not conforming to school act (traffic/slept in etc.)	Unexcused	LU
Medical	Any medical/dental or other medical appts	Excused	LE
Confirmed Late	School notified by parent with reason conforming to school act (legal appt/funeral)	Excused	LE

We ask all parents to contact the school prior to 8:30am if your child will be away or late for any reason. If you have questions related to these absence reasons and codes, please contact our school Principal, Karen Spencer, at 780-468-2598 ext 223 or via email at spencerk@suzukischool.ca.

Teachers are required to take class attendance and submit through PowerSchool at 8:30 am. Phone calls to follow up with Unexcused Absences will be completed by the School Secretary by 9:00 am to ensure the safety of all students.