



St. Paul's Intermediate
Attendance and Intervention Protocols
2025-26

The intent of the district protocol regarding attendance and intervention “is to foster educational environments where identification of at-risk learners occurs early in the school year and appropriate measures are established to bridge the gaps.” This being the case, please keep in mind the following:

Role of Teacher

- Create a supportive classroom environment
- Accurately record student attendance in PowerSchool
- Contact home to discuss chronic student absenteeism
 - 3 or more consecutive days of unexcused absences
 - Keep record(s) of home contact and details of discussions

Role of School

- Ensure structure and routines are in place to support student learning
- Ensure that there is a school-wide protocol in place to identify at-risk students and that it is communicated to all staff
- Review attendance reports monthly and implement intervention strategies
- Contact parents/guardians if a student misses 5 or more consecutive days in a month. If absences persist, the school administration will carry out the following:
 - Request guidance intervention
 - Send a letter to the parents/guardians requesting a meeting
 - Establish a course of action for the student's return to school
- Continued absences will be reported in writing to the director, or his/her designate

Teacher Protocol

- Contact student's homeroom teacher
- Contact family
- Contact grade level IRT
- Contact Guidance Counsellor
- Inform Administration