ST. JOHN'S COLLEGE
STUDENT ATTENDANCE POLICY
2026–2027

ATTENDANCE

The Ministry of Education requires regular attendance and considers students excused only for illness or other unavoidable circumstances. St. John's College strongly promotes consistent attendance, as academic success and student progress are closely linked to daily participation in classes and school activities.

To recognize the impact that student presence in class has on achievement, final student grades will reflect attendance and participation. Excused absences do **not** negatively affect a student's mark.

Excused absences are absences from school that are permitted under legislation or school policy, as outlined in Ontario's enrolment register instructions. These may include, but not limited to:

- Illness "by reason of sickness or other unavoidable cause" as outlined in the Education Act s. 21 (2)(b)
- other unavoidable circumstances, such as inclement weather
- approved absences such as cultural days and holy days.
- The pupil is under bereavement.26
- The pupil is participating in the non-academic component of a Supervised Alternative Learning (SAL) program in accordance with Ontario Regulation 374/10
- The pupil is receiving private instruction in music for up to a half day in any week.
- The pupil is serving in the Ontario Legislature as a legislative page.
- The pupil is participating in Take Your Kids to Work day.
- The pupil is excused from class during a period of staggered admission
- The pupil is absent for reasons of safety during a period when services have been withdrawn by school board employees.
- The pupil is participating in a short-term educational exchange program
- The pupil is unable to attend school because of a public transit strike.
- The pupil is absent or excused, as authorized under the Education Act and/or regulations made under the act.
- The pupil is not scheduled for an examination during the examination period.
- The pupil has been excused from writing the OSSLT.
- The pupil is under suspension.
- The pupil has provided supporting documentation that would change their absence from a "Regular Absence" to an excused "General Absence".

REPORTING ABSENCES

Parents/guardians must notify the school of an absence before 8:45 a.m. using one of the following methods:

1. **Phone:** 519-759-2318 ext. 15221 (available 24 hours a day)
   OR
2. **School Messenger App**

Students must submit a completed Extended Absence Form, and parents/guardians are required to meet with Admin if a student will be absent for more than five consecutive school days.

Students who are 18 years of age or older are responsible for reporting and accounting for their own absences. Unreported absences will be recorded as truancies. For those who have signed permission for the Release of Information, it will be recorded accordingly.

Excessive absences, lateness, or truancies may result in administrative follow-up, including parent conferences and attendance letters. **Monthly attendance letters will be sent home to students with excessive absences/lates.**

LATES

Students are expected to arrive on time for all classes. A student is considered late when they arrive after the scheduled start of class and are not prepared to begin learning.

- **3 lates:** Teacher contacts home.
- **5 lates:** Referral to the Vice Principal.
- **7 lates:** May result in administrative discipline, including suspension.

Students arriving more than 15 minutes late due to an appointment or other valid reason must report to the Attendance Office to receive an admit-to-class slip.

EXAMS

1. During the Provincially mandated examination period, parents and guardians are to **avoid planning trips, vacations, or other discretionary absences.**
2. Exams are a critical component of student assessment, and missed examinations can be difficult to accommodate due to significant staffing, space, scheduling, and time constraints.
3. Schools must carefully coordinate supervision, examination locations, and assessment timelines for all students, leaving limited flexibility for alternate arrangements.
4. To ensure fairness, maintain the integrity of the examination process, and support student success, families must schedule travel outside of designated exam dates whenever possible.
5. All requests for alternate exam dates must come through the Main Office.
6. We are committed to ensuring students are successful during this busy time, **we are not able to guarantee requests.**

7. As exams are mandatory for course completion, as per Ministry requirements, failure of a student to write exams during the allotted time, may result in a mark of zero.

MISSED EXAMINATIONS, TESTS AND ASSIGNMENTS

1. Students are responsible for all coursework and assignments while absent.
2. Students are required to write every exam for which they are scheduled
3. Failure to write an exam without a verified, written medical note will result in a mark of ZERO and will not be rescheduled.
4. If a student is off for medical reasons only, parents MUST contact the Vice-Principal to reschedule the examination, and a medical note will be required.
5. Students must complete a "Request to Write Final Exam on an Alternate Date" form due to medical reasons
6. As per SJC Assessment and Evaluation Procedure, all missed assessments will be a ZERO as a placeholder until consultation with teacher or Administrator.

Exam dates are blackout periods for travel and vacations. Students must be present for all examinations. Do not schedule travel between **January 25 and February 3** or **June 18 and June 30**.

SIGNING OUT DURING THE DAY

For illness or appointments only.

1. Provide notice by phone or using School Messenger Attendance Office before 8:45 AM.
2. Students must record their name on the "Sign-Out-Sheet" in Attendance Office prior to leaving the building.
3. Students must be off school property IMMEDIATELY after signing out.

NOTE: Absences not handled in this matter will be recorded as TRUANT.

SIGNING IN LATE DURING THE DAY

For illness or appointments only.

1. Report to attendance by phone: 519-759-2318 ext. 15221 (available 24 hours a day)
   OR
   School Messenger App

2. Students must record their name on the "Sign-In-Sheet in the Attendance Office **immediately** upon arrival. An admit slip will be issued in each case

NOTE: Student forging letters or impersonating a parent/guardian will be dealt with by administration, possible police involvement, and discipline. Consequences will be up to the discretion of administration.