

## **Attendance Policy**

### **A. PURPOSE**

Hanoi Toronto School is committed to the care of our students, so it hopes that all employees, students, parents and visitors share this commitment. Hanoi Toronto School recognizes the need to ensure, as far as possible, the safety of our students, so it implements an attendance procedure. This procedure has the purpose of identifying the steps to follow when a student is absent from school.

This policy provides students, parents and collaborators with guidelines and instructions regarding student absences.

In this document, the following terms will be used:

**Student:** Any student of Hanoi Toronto School regardless of age, as well as visitors who are minors, are considered as students.

To prevent situations escalating and becoming a risk, Hanoi Toronto School adheres to the following principles:

- The welfare of the student is the priority, and every student has the right to be protected from harm and exploitation. The welfare of a student is indiscriminate of race, religion, ability, disability, gender or culture.
- All students should be and feel safe in their school.
- Every student has the right to receive strategies and skills to help them keep themselves safe.
- All adults in the school must show a commitment to protecting the students with whom they work.
- At the Hanoi Toronto School we work closely with parents, guardians, and other professionals to ensure the protection of our students.
- The well-being of the student is our priority.
- All students have the same rights to protection, but we recognize that in some cases, more support will be needed. Some of these cases may fall under situations of special educational needs, disability, gender, religion and sexual orientation.

#### **1. Scopes and Objectives**

Hanoi Toronto School aims to:

- Provide a safe and happy environment that encourages the growth and learning of our students.

- Outline the system and procedures that we have to ensure that students are safe within the school.
- Raise awareness in all employees and parents about issues related to student absences.
- Ensure effective communication between employees and parents in relation to situations of student absence.
- Be clear with everyone involved, including students, parents or guardians, about the Attendance Policy.

## **B. RESPONSIBILITIES**

- Safeguard the rights of the minor.
- Protect the personal privacy of the minor.
- Raise awareness and provide clear guidelines for action on issues related to student absences.
- Inform the Designated Safeguard Leader of any concerns related to student absences.

## **C. PROCEDURE FOR REPORTING STUDENT ABSENCES.**

- Bus monitor or Homeroom teacher report the absence via iSAMS
- The parents will be contacted if HTS was not informed about the student's absence in advance