



Lighthouse Attendance Policy

REVIEWED: August 21, 2025

AMENDED:

APPROVED:

Policy

To ensure consistent student attendance as essential to learning, to promote accountability among students, parents/guardians, and staff, and to align with Alberta's expectations for educational programming and student success. This policy applies to all students enrolled in the school and to all staff involved in monitoring, reporting, or responding to attendance concerns.

Policy Statement: Regular attendance is fundamental to achieving expected curriculum outcomes and fostering student growth. The school shall monitor attendance actively, intervene when patterns of absenteeism arise, and maintain clear communication with students, parents/guardians, and appropriate staff.

References to Alberta Standards & Legal Frameworks

- The Teaching Quality Standard (TQS) requires teachers to adhere to legal frameworks and policies, including those governing student attendance. [Alberta.ca+1](https://www.alberta.ca+1)
- The Alberta "Every Student Counts: School Reference Guide for Student Attendance" outlines practices for tracking attendance, identifying chronic absenteeism, and intervention strategies. [Open Alberta](https://open.alberta)
- The school operates under the Alberta Education Act and related regulations, which assign a duty to school authorities to ensure student programming is delivered and accessed.

Definitions

- Excused absence: a student's absence for reason accepted by the school (e.g. illness, medical appointment, religious observance, approved school trip) when notification is provided.



- Unexcused absence: an absence not meeting the criteria for excused absence or lacking acceptable explanation.
- Chronic absenteeism: frequent absences (e.g. more than 20% of instructional days which is the legal framework in Thailand)
- Lateness: late arrival at class such that instruction is missed. School starts for homeroom at 8:10am and all students must be there before the bell goes.

Procedures and Responsibilities

Role	Responsibility
Students / Parents or Guardians	Notify the school promptly (by phone, email, or school portal) of planned or unplanned absences. Provide documentation when required (e.g. doctor's note).
Teachers / Classroom Staff	Record daily attendance accurately and submit to administrative systems. Follow up with students and parents/guardians after repeated absences or lateness.
School Administration	Monitor attendance trends school-wide; identify students at risk of chronic absenteeism; coordinate interventions (e.g. meeting with family, attendance improvement plan).
Intervention Team / Counsellors	Work with classroom teachers and families to develop supports, alternative scheduling, or personalized plans to reengage students.

1. Early Warning: When a student misses a specified number of classes or arrives late repeatedly, teachers or staff shall contact the parent/guardian and document the outreach.
2. Attendance Meeting: If absences persist, the student, parent/guardian, teacher(s), and administrator meet to create a re-engagement plan.
3. Support Services: The school may refer the student to support services (counselling, mentoring).
4. Academic Impact: If absences threaten a student's ability to meet course requirements, the teacher may limit credit, require make-up assessments, or, in consultation with administration, discuss withdrawal from the course.



Catch up on Work and Accountability

- Students are responsible for checking with their teachers and on their google classrooms, as well as in other manners, to obtain and complete missed assignments or assessments within a timeframe determined by the teacher.
- Teachers shall ensure that make-up work is meaningful and aligned with the learning outcomes missed but not impose excessive burden.
- Teachers should consider differentiated options as needed to support student reintegration.
- All work should be on Google Classroom as standard and this makes catching up on work much easier for students when they miss school.

This policy will be reviewed annually by the Leadership Team to ensure that it supports students' academic growth, wellbeing and reflects the legal framework of Thailand.