



Arrival Check

Date Approved: 2018

Projected Review Date: 2022

Page 1 of 2

PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) is committed to ensuring the safety of elementary students who have an unexplained failure to arrive at school, through the daily procedure of school attendance-taking.

GUIDING PRINCIPLES:

- Safe-arrival programs are developed and implemented by schools with advice from school councils, Home and School Associations (where they may exist), parents, volunteers, and other community members.
- The design of specific procedures will reflect local needs and the circumstances of the school and the community.
- Schools, parents, school councils, Home and School Associations (where they may exist), and communities work cooperatively for the successful development and implementation of safe-arrival programs.

INTENDED OUTCOMES:

- The Arrival Check program is developed and implemented with advice from School Council, Home and School Associations (where they may exist), parents, and school staff.
- The roles and responsibilities of parents, guardians, caregivers, pupils, the school, school council, Home and School Associations (where they may exist), and others are identified and documented and communicated to families no later than the end of the first week of each school year.

RESPONSIBILITY:

Director of Education
Members of Executive Council

TERMINOLOGY:

Arrival Check: Arrival Check is a means by which parents and schools can account for any pupil's unexplained failure to arrive at school. By using a system of daily taking of attendance, schools can take reasonable efforts to contact parents, guardians, or caregivers.

Parents are to inform the school if a pupil is late or absent. If the school has not received notice of lateness or absenteeism, the school will try to contact the parent, or person(s) whose name has been given to the school as a person to contact in an emergency.



Arrival Check

Date Approved: 2018

Projected Review Date: 2022

Page 2 of 2

ACTION REQUIRED:

Elementary schools are required to implement an Arrival Check Program as part of their attendance-taking procedures. The Arrival Check program at the school level shall be reviewed annually by the Principal, or when circumstances change that would affect the program, to confirm the effectiveness and to update student information. The School Council and Home and School, where applicable, shall be invited to review the program.

PROGRESS INDICATORS:

Intended Outcome	Assessment
The Arrival Check program is developed and implemented with advice from School Council, Home and School (where they may exist), parents, and school staff.	Principals engage with their school communities in the fall to review the policy and confirm any feedback with their Superintendents Assessed through the year-end survey of School Council and Home and School members.
The roles and responsibilities of parents, guardians, caregivers, pupils, the school, school council, Home and School Associations (where they may exist), and others are identified and documented and communicated to families no later than the end of the first week of each school year.	A yearly audit of randomly selected schools, through review of school agenda and website.

REFERENCES:

Government Documents

Education Act:

Part X111: Safe Schools

Section 265: Duties of a Principal to register students, record attendance, collect information

Section 21: (1) Compulsory Attendance;
(2) Where attendance excused;
(5) Duty of parent to cause child to attend school

Policy/Program Memorandum No. 123 (Safe Arrivals)

Freedom of Information and Protection of Privacy Act (FIPPA)

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)