



Kamloops School of the Arts (KSA) Attendance Manual 2026–2027

1. Introduction and Rationale

Kamloops School of the Arts (KSA) recognizes that consistent attendance is foundational for academic success, artistic growth, well-being, and future opportunities. Regular attendance supports student safety, connection, achievement, and full participation in the unique interdisciplinary learning environment we offer.

Under the *School Act of British Columbia*, parents/guardians are legally responsible for ensuring their child's regular school attendance. KSA is committed to working collaboratively with families to support student attendance and resolve barriers early.

2. Expectations for Attendance

KSA expects students to:

- Attend every day school is in session.
- Arrive on time, ready to learn and participate.
- Engage fully in academic and arts-based programming.

Parents/guardians are expected to:

- Ensure daily and punctual attendance.
- Report absences in a timely manner.
- Collaborate with the school to resolve attendance issues.

KSA staff will:

- Monitor attendance daily using MyEdBC. Attendance will be taken at the beginning of each block (highschool) and morning and afternoon (elementary)
- Communicate concerns and support with families.
- Celebrate and promote excellent attendance.

3. Reporting Absences

Parents no longer leave a message on their school's answering machine/Safe Arrival line. Our Safe Arrival system handles the majority of parent contact (including phone calls) when a student absence is unexpected. You may access the Safe Arrival Program [here](#)

Safe Arrival Program

Purpose:

To ensure the safety of students by confirming they have arrived at school or have a known and approved reason for being absent.

How Parents/Guardians Report Absences or Lateness. By **8:20 AM** each day of absence, use one of the following:

- **Call the toll-free Safe Arrival line at 1-844-350-2647**
- **Use the [online portal](https://go.schoolmessenger.ca)** via go.schoolmessenger.ca (accessible with your SchoolMessenger username and password)

Advanced Reporting:

If you know in advance of a planned absence (e.g. appointment, family event, travel), you can report it ahead of time using the methods above for added convenience .

App Reminder:

The SchoolMessenger app is the primary communication tool for Safe Arrival updates. Parents who have not downloaded it may miss important notifications.

Student Arrival and Late Sign-In:

Students arriving after **8:30 AM** must **report to the office to sign in** before proceeding to class, ensuring they're accounted for in the system.

Response to Unreported Absences:

If a student is absent and no notification has been received

- The system flags the absence.
- School staff follow up via automated messages or phone calls to parents/guardians to confirm the student's whereabouts.
- Continued unreported absences may trigger the school's "Missing from Education" protocols (see Section 9).

5. Lateness and Early Departure

School start time: 8:30 AM, **School end time:** 2:39 PM (elementary) or 2:54 (high school)

Students arriving after 8:30 AM must report to the office.

Excessive lateness will be addressed with students and families. Students may be marked "late" or "absent" depending on the arrival time and reason.

6. Persistent or Severe Absenteeism

- **Persistent Absenteeism** is defined as missing 10% or more of school days (approx. 18+ days annually).
- **Severe Absenteeism** is defined as missing 50% or more of school days.

Students at risk will receive targeted support, and families will be invited to meet with school staff to develop a support plan.

7. Attendance Interventions and Supports

If attendance concerns arise, KSA may:

- Contact families by phone or email.
- Send formal letters of concern.
- Hold family meetings to identify supports and next steps.
- Develop a Student Attendance Support Plan.
- Refer to school counsellors, Indigenous Family Workers, or community agencies.
- Refer to the District Attendance Support Team (if necessary).

8. Extended Absences and Vacation Requests

Family vacations during instructional time are discouraged. To request a leave of absence:

- Submit a completed and signed Planned Absence Form to the principal in advance.
- Requests will be considered on a case-by-case basis and only approved in **exceptional circumstances**.

Schoolwork will not be assigned in advance for vacations. Parents are encouraged to read with their children and keep a travel journal.

9. Legal Framework

KSA operates in alignment with:

- *BC School Act (Section 6 & 7)* – Mandates parental responsibility for school attendance.
- *SD73 Administrative Procedure 330 – Student Attendance*.
- *Safe and Caring Schools Guidelines*.
- Ministry of Education attendance data submissions and reporting expectations.

Contact Information

Phone: 250-374-3200

Office Email: ksa-office@exc.sd73.bc.ca

Principal and Vice Principal:

Blair Lloyd and Jeanine Traudt

Office Secretaries:

Jane Vienti

Counsellor/Student Support Contact:

Suanne Wallin

STUDENT ATTENDANCE

Background

Regular attendance by students in all their classes enhances their performance and contributes substantially to their rate of progress. While students have the right to access educational programs, they also have a responsibility to attend classes regularly and pursue their studies in a diligent manner. At all school levels, there will be well-publicized procedures for student attendance, and these procedures shall be made clear to students and their parents.

Patterns of serious and dependable work are formed in a student's early school years and are supported by the attitudes of a student's parents.

Specific provisions for regulating the attendance of students shall be developed in consultation with students, staff members and parents' advisory councils, as appropriate.

Procedures

1. An accurate daily record of attendance shall be kept for each student.
2. Principals are expected to have an established system for verifying on a daily basis reasons for non-attendance.
 - 2.1. For all grades, unexplained absences will be entered into the Student Information System (SIS); see Academic Procedure 307 – Student Information System (SIS).
 - 2.2. In District elementary schools, the Safe Arrival program will be activated each school day morning.
 - 2.3. All unexplained student absences during the school day shall be reported to the school office immediately after any such absence becomes apparent. All reasonable efforts must be made immediately to determine the whereabouts of students who are reported absent.
 - 2.4. In elementary schools, a system shall be in place to contact parents in a timely manner regarding unexplained student absences.
 - 2.5. In District secondary schools, attendance shall be taken during each period. All reasonable efforts must be made to determine the whereabouts of students who are reported absent.
 - 2.6. Principals, in setting procedures for student absences and reasons for non-attendance, will accept students' absences as excused if they are for necessary, important reasons.
3. Teachers shall assist in maintaining an accurate attendance record for each student.
4. Because principals are often asked to document student absences and attendance, it is strongly recommended that any student absence be explained by absent students' parents.
5. Parents are to be encouraged to take the initiative in advising the school when students are absent.
6. In cases of unexplained or excessive absences and/or suspected truantries, parents shall be contacted as soon as a pattern of such absences and/or truantries becomes evident, as determined by the school's attendance procedures.

7. Initial investigation of reasons for extended non-attendance shall be the responsibility of the principal.
8. The principal shall establish the following remediation procedures regarding students who are absent without reason:
 - 8.1. Work directly with students to resolve issues of non-attendance;
 - 8.2. Establish ongoing supports to help students attend and be successful;
 - 8.3. Establish ongoing communication and consultation with parents regarding non-attendance;
 - 8.4. Implement progressively more serious supports and consequences for students who persist in being absent without reason; and,
 - 8.5. After all possible remediation efforts have been exhausted at the school level, refer matters of subsequent absences without excuse to the Assistant Superintendent.
9. As per Academic Procedure 161 – Communicable Diseases, principals will report to the public health nurse if more than ten percent (10%) of the school population (students and employees) is absent due to gastrointestinal or respiratory infection as per respiratory or gastrointestinal infection, as explained in AP 161.

Legal references: *School Act*, ss 2, 3, 4, 6, 7, 8, 17, 20, 22, 65, 79, 85
 Regulation 265/89

Other references: Academic procedures 161, 307

Adopted: September 22, 2008

Revised: August 26, 2019