

Administrative Procedure 330

STUDENT ATTENDANCE

Background

Regular attendance by students in all of their classes enhances their performance and contributes substantially to their rate of progress. While students have a right to access an educational program, they also have a responsibility to attend these classes regularly and pursue their studies in a diligent manner.

Provincial legislation requires students to attend school regularly and punctually and identifies circumstances under which an absence may be deemed as excusable.

Procedures

1. The Superintendent is the Attendance Officer for the Division. At his/her discretion, other Division personnel may be engaged.
2. Each Principal, in consultation with the school staff and School Council, will develop written procedures that will encourage school attendance.
3. The Principal will maintain accurate attendance records, communicate this information to parents, consult and facilitate interventions to address attendance issues. As well, the information will be communicated to the students who are sixteen (16) years of age or older.
4. Principals are asked to report students with chronic attendance issues to the Attendance Officer. This is discretionary given the wide range of issues that may be present (i.e. loss in the family, accident, medical issues, etc.).
 - 4.1 The Principal, in consultation with the Attendance Officer, will send a letter of direction to the parents/guardians.
 - 4.2 The Principal will meet with students and their families to consult and facilitate interventions that may assist the student in addressing their school attendance issues.
 - 4.3 Plans, agreed to by all parties, will be closely monitored by the Principal and the Associate Superintendent, Learning Services.

Reference: Section 1, 12, 13, 14, 15, 18, 20, 22, 60, 61, 113, 126 School Act