

STUDENT ATTENDANCE

Background

The Division believes regular school attendance contributes significantly to academic success; consequently, monitoring of attendance is vital and must represent a cooperative endeavor of the students, parents/guardians, teachers, and School Administrator(s).

In general, the responsibility for the supervision of student attendance shall rest with administrative personnel at each school and it shall form part of the school policy.

Procedures

1. Pursuant to Section 13 of the School Act, regular attendance of students under the age of sixteen is compulsory. The attendance of students over this age must comply with the guidelines and procedures established by the School Administrator(s) and approved by the Superintendent.
2. Attendance data will be included on each student's report card and included in the student's permanent Student Record.
3. School policies and procedures will conform with legislative and regulatory requirements and be consistent with procedures outlined in 4.1 to 4.4 below.
4. Responsibilities for student attendance will be shared by the following parties:

4.1 Students

- 4.1.1 Students will maintain regular class attendance.
- 4.1.2 In the event of an absence, students will be required to provide an explanation of the reason for the absence.

4.2 Parents or Guardians

- 4.2.1 Parents/guardians will be expected to encourage the student to maintain regular school attendance.
- 4.2.2 In the event of an absence, the parents/guardians will be responsible for providing an explanation for the student's absence.

4.3 Teachers

- 4.3.1 Maintain accurate student attendance records.
- 4.3.2 Communicate with parents/guardians.
- 4.3.3 Regularly report to School Administrator(s) student absences both explained and unexplained.
- 4.3.4 Report to School Administrator(s) any suspected cases of a student involved in truancy while on field trips or extracurricular activities.

4.4 **School Administrator(s)**

- 4.4.1 Establish and execute appropriate communications (verbal and written) between the school and the home regarding attendance and attendance problems.
- 4.4.2 Develop school student attendance policy as outlined in these procedures.
- 4.4.3 Ensure maintenance of student attendance records.
- 4.4.4 Expedite, as necessary, referrals to the Assistant Superintendent - Learning.

Reference: Section 1, 12, 13, 14, 15, 60, 61, 126 School Act

Revised: May 2018