



Background

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

The *School Act* requires students to attend school regularly and punctually and identifies circumstances under which an absence may be deemed as excusable. The superintendent has been designated as the attendance officer for the division.

Procedures

1. The principal shall ensure that an accurate record of student attendance is kept for every student enrolled in the school.
2. Teachers will monitor the attendance of students on an ongoing basis.
3. It is the responsibility of the teacher to make every reasonable effort to inform the parent as soon as a student's attendance becomes a concern. This could be done by a telephone call or by sending a note home.
4. If a teacher judges the attendance of a student to be unacceptable, or if the student is absent 20% of the days in any one-month or more, the teacher will report this attendance information to the principal.
5. Once the principal receives a report of poor attendance on the part of a student, the principal will, in consultation with the teacher and/or school/community liaison worker and/or parent and/or Local School Board Committee, take appropriate actions to attempt to improve the student's attendance.
6. If the local school attempts at improving a student's attendance fail, the principal shall report the case to the superintendent. This should happen no later than two months after the problem was first identified.



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Student Attendance

7. The superintendent will contact the parents of the student with poor attendance and inform them of their responsibilities and encourage them to ensure acceptable attendance on the part of their child. The superintendent shall also inform the parents of the consequences of the continuation of poor attendance by the student.
8. If after a reasonable amount of time, attendance remains at an unacceptable level, the matter may be referred to the Attendance Board or other appropriate authority.
9. The principal shall advise parents of the following:
 - 9.1 The need, if possible, to schedule medical, dental or other such related appointments at times that do not conflict with the regular hours of instruction.
 - 9.2 That students are responsible to cover the material taken in class during their absence.
 - 9.3 The need to phone or send a written explanation to the school to give the reasons for the student's absence from class.
10. The following shall apply to students enrolled in high school programs:
 - 10.1 Students who accumulate ten unexcused absences in a class shall be advised that they are in danger of not receiving credits in the class. The parents of the student and the superintendent shall also be notified in writing, that the student has accumulated ten unexcused absences.
 - 10.2 A student who has been absent for over 30% of the days in a semester for any reason shall be eligible to receive credits for the courses only after a special review of their cases by the superintendent and principal.