

STUDENT ATTENDANCE

Background

Parents, students, the school staff have a shared responsibility to ensure that students attend school in accordance with the directives of the School Act. Students shall attend school regularly and punctually. Regular attendance promotes student success in school. Cooperative efforts among parents, students, and the school staff are essential in promoting regular, punctual attendance.

Students may be excused from attendance by reason of illness, or other unavoidable cause, observance of a religious holiday, or as a result of suspension or expulsion. The District may excuse a student if the parent of the student shows sufficient cause as to why the student is not to be required to attend school, or the District may excuse a student from attendance for a prescribed period of time.

Procedures

1. Students of compulsory school attendance age are required to attend school regularly unless the Superintendent approves an exemption from compulsory attendance.
2. Teachers will record and monitor attendance on a daily basis and school staff will appropriately inform parents of absences.
3. Parents and/or students will be asked to account for and verify student absences.
4. Students are responsible for completion of work missed due to absences unless otherwise excused by the teacher.
5. School attendance procedures are to be consistent with the requirements of the School Act and the Administrative Procedure which expects that school staff will work cooperatively with parents and students to address the underlying causes of absenteeism.
6. Principals have the authority to investigate absenteeism and to collaborate with other resource agencies for the purpose of ensuring regular school attendance.
7. Initial investigation of reasons for unexcused and/or excessive absence from school is to be the responsibility of the Principal who will keep a record of efforts to resolve the matter with the parent(s) and student.
8. When the Principal determines that the school has done all that is reasonable and appropriate to resolve an attendance problem, a written request for assistance, together with documentation, shall be forwarded to the attendance officer.

9. If the case is appropriate, the attendance officer will contact the student and/or his or her parents to ensure that all reasonable efforts have been made to ensure the student's attendance at school.
10. When repeated efforts fail to ensure the student's attendance at school, the matter may be referred by the Superintendent to the Attendance Board.

Approved: June 14, 2018

Reference: Section 18, 20, 45, 60, 61, 113 School Act
Child, Youth and Family Enhancement Act
Freedom of Information and Protection of Privacy Act
Practice Review of Teachers Regulation 4/99
Student Record Regulation 225/2006
Responding to Child Abuse – A Handbook (October 2005)
Student Record Regulation Information Bulletin 3.2.7