

## 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 designated Division attendance officer.
2. All Division students are expected to be in regular attendance during the school year.
3. Teachers are to maintain accurate records of student attendance and absences.
4. Students shall furnish an explanation of absence or lateness provided by the parent.
5. Teachers shall refer all cases of absences for which unsatisfactory explanations are received to the Principal.
6. When a student's absences are deemed to be excessive by the Principal, the Principal shall inform the parents. **chronic and 10% or greater, an attendance plan is put in place and monitored, and parents are involved in the process.**
7. If the Principal cannot succeed in working with the parents to improve the student's attendance, the Principal shall contact the Superintendent. **involve the Office of Student Attendance and Re-engagement and a community conference is held. When the plan is not successful, the student and their family are referred to the Attendance Board.**

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

### Resources

- [330 AP School Attendance, Attendance Presentation, Attendance Guide](#)
- [330 AP Student Attendance, Pyramid of Interventions](#)
- [330 AP Student Attendance, Brochure](#)
- 330 AP Student Attendance, Posters: [Elementary](#) [Middle](#) [High School](#)
- [330 AP Student Attendance, Fact Sheet](#)
- [330 AP Student Attendance, Sample Plan](#)
- [330 AP Student Attendance, Sample Contract](#)
- [330 AP Student Attendance, Intervention Document](#)
- [330 AP Student Attendance, Sample Letter](#)
- [330 AP Student Attendance, Clinical Team Referral Summary](#)