

## 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 an education, they also have a responsibility to attend these classes regularly and pursue their studies in a diligent manner. The *Education Act* clearly defines compulsory education and legislation regarding the enforcement of school attendance.

Students registered in educational programs operated by the Division are required to attend classes on a regular basis.

### Procedures

1. Excusable absences from school (class) include illness, accident, medical or dental attention and compassionate or other special circumstances recognized within the *Education Act*.
2. Parents and students are encouraged to schedule medical, dental or other such related appointments at times that do not conflict with regular hours of instruction.
3. Students missing instructional time are responsible for the material covered in their absence.
4. Parents are encouraged to phone or send a written explanation to the school to provide the reasons for a student's absence from classes.
5. Attendance problems shall be investigated and discussed with the concerned students and their parents by the school administration.
6. The school Principal is responsible for ensuring that an accurate record of student attendance is kept.
7. Each school is responsible for establishing procedures to deal with students who are inexcusably absent from school and classes. These procedures should reflect:
  - 7.1 Efforts to work directly with the student to resolve the issue.
  - 7.2 Ongoing communication and consultation with parents concerning the attendance problem.
  - 7.3 Progressively more serious consequences for students who are persistently and inexcusably absent.

- 7.4 Referral to the Division attendance officer if a serious attendance problem cannot be resolved.
8. The Division attendance officer will review all cases submitted to his/her attention and, in consultation with the school and parents determine an appropriate course of action. This may include referral to the Provincial Attendance Board.

Reference: Section 7,8, 9, 20, 31, 36, 40, 45, 46, 48, 50, *Education Act*