

Administrative Procedure 330

ATTENDANCE OF STUDENTS

Background

Students have the right to equal educational opportunity and the responsibility to attend school regularly and punctually and to co-operate fully with everyone authorized by the Division to provide educational programs and other services.

The Division believes that regular attendance directly impacts student success. In order for students to be successful, the Division expects students to attend school regularly and punctually. The Superintendent authorizes administrators and teachers of the Division to ensure students attend school.

Procedures

1. All students are expected to be in regular attendance during the school year unless excused for a valid reason. The encouragement of regular attendance is a shared responsibility of all teachers.
2. Each school administration, in consultation with the staff, shall develop written student attendance procedures for the school.
3. At the beginning of each school year and at other times when necessary, the principal shall communicate the schools' attendance procedures to parents, students and teachers.
4. Students shall furnish, when required by school policy, an explanation of absence or tardiness to be provided by the parent or guardian.
5. Teachers shall refer to the principal all cases of excessive absence for which satisfactory explanations are not obtained.
6. When a student's absences are excessive and the student is not an independent student, the principal or designate shall telephone the parents of the student regarding the excessive absences.
7. If the attendance does not improve, a referral shall be made to the Division Attendance Officer.
8. The Attendance Officer may take whatever action is necessary to enforce school attendance, including consultation with the student, parents and school staff and giving written directions.



9. Students whose attendance is not made compulsory by the School Act and who attend irregularly without justification or excuse may be asked to withdraw from school by the principal. In the case of students who are not independent students, such action will be taken only after consultation with parents.

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

