

Administrative Procedure 306 STUDENT ATTENDANCE

The *Education Act* requires students to attend school regularly and punctually. The act also identifies circumstances under which an absence may be deemed excusable.

Procedures

1. The Principal shall ensure that an accurate record of student attendance is kept.
2. The Principal shall establish procedures to work with students who are inexcusably absent from school or classes. These procedures may include
 - 2.1 Efforts to work directly with the student to resolve the issue;
 - 2.2 Ongoing communication and consultation with the parents concerning the attendance problem;
 - 2.3 Progressively more serious consequences for students who are persistently and inexcusably absent;
 - 2.4 Referral to the Attendance Officer for the Division, if an attendance problem cannot be resolved.
3. The Principal shall advise parents of the following:
 - 3.1 Scheduling medical, dental or other such related appointments at times that do not conflict with the regular hours of instruction.
 - 3.2 Reminding their children that they are responsible for obtaining and completing the material covered in class during their absence.
 - 3.3 Contacting the school to provide the reasons for a student's absence from class.
4. Independent students (sixteen years of age or older) who do not attend regularly and punctually may be asked by the Principal to withdraw from school. In the event the student is not an independent student, such action will be taken only after discussion with the parents.
5. The Superintendent has been designated as the Attendance Officer for the Division. The Attendance Officer shall review all referrals and, in consultation with the school and the parents, determine an appropriate course of action. In the event that resolution cannot be achieved, a referral to the Provincial Attendance Board shall be a consideration.

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