

STUDENT ATTENDANCE

Background

Regular school attendance contributes significantly to academic success; consequently, monitoring of attendance is vital and must represent a cooperative endeavour of the students, parents/guardians, teachers, counsellors and school administrators. In general, the responsibility for the monitoring of student attendance shall rest with administrative personnel at each school.

Procedures

1. A student who has attained the full age of six (6) years by September 1 and who has not attained the age of sixteen (16) years is required to attend school.
2. Attendance data will be included on each student's report card and included in his/her permanent cumulative file.
3. Responsibilities for student attendance will be shared by the following parties:
 - 3.1 Students
 - 3.1.1 Students will attend school regularly and punctually.
 - 3.2 Parents or Guardians
 - 3.2.1 Parents/guardians are expected to ensure their children regularly attend school.
 - 3.2.2 In the event of an absence, the parents/guardians will be responsible for providing a written/verbal explanation for the child's absence.
 - 3.3 Teachers

Teacher responsibilities for student attendance will require:

 - 3.3.1 Maintenance of accurate student attendance records;
 - 3.3.2 Communication with parents/guardians when absences are interfering with student learning; and
 - 3.3.3 Reporting to school administrators any suspected cases of student truancy.
 - 3.4 School Administrators

Administrative responsibilities:

 - 3.4.1 Implement the structure and process for gathering daily attendance;
 - 3.4.2 Ensure timely and ongoing between the school and the home regarding attendance and attendance concerns; and

3.4.3 Ensure appropriate action is taken when the attendance milestones indicated in procedures 5 through 7 (below) are reached.

3.5 Attendance Officer

The Director of Student Services will serve as the Attendance Officer. The Attendance Officer shall, after notification by school administrators of a concern with respect to student attendance:

3.5.1 Take the action he/she deems appropriate;

3.5.2 Follow Sections 14 and 15 of the School Act.

4. When a student reaches 10% absences, a meeting or discussion will occur between the parent(s)/guardian(s) of the student, the student if appropriate and school administration. A letter will be sent home to the parent(s)/guardian(s) stressing the importance of attending school and the consequences of truancy. The School Act will be reinforced and a copy of AP 330 will be included.
5. When a student reaches 15% absences, a meeting or discussion will occur between the student if appropriate, parent(s)/guardian(s) and school administration. A letter will be sent home to the parent(s)/guardian(s) stressing the importance of attending school and the consequences of truancy and an Attendance Improvement Plan will be developed. The student will be referred to the school's Intervention Team.
6. When a student reaches 20% absences they will be referred to the Attendance Officer. A letter will be sent home to the parent(s)/guardian(s) informing them of this referral.
7. When an extended student absence is due to an illness or an extenuating circumstance, it is the responsibility of the parent/guardian to inform the Principal as soon as possible of the circumstances surrounding the absence and take steps to address the potential educational impacts. In these instances, procedures 4, 5 and 6 above may be waived at the discretion of the Principal.

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