

Purpose/Background

Student attendance enhances a student's opportunity to succeed in school. Student attendance is a shared responsibility of the parent, student and teacher.

Procedures

1. Student attendance must be recorded twice a day (am and pm) for elementary and middle school students and be taken daily, by course, for high school students.
2. An Area Director is the Attendance Officer for the Division.
3. As per the Education Act, section 7(4), a student is excused from attending school on a day on which the school is open if:
 - 3.1 the student is unable to attend by reason of sickness or other unavoidable cause,
 - 3.2 the day is recognized as a religious holiday by the religious denomination to which the student belongs,
 - 3.3 the principal of the school has suspended the student from school and the suspension is still in effect,
 - 3.4 the student has been expelled from a school and has not yet been enrolled in another education program.
4. Principals are required to establish school level attendance plans that encourage regular attendance, monitor student attendance, involve the parent in resolving attendance problems and develop school measures that address poor attendance.
5. Communication to parents regarding poor attendance, and attempts to resolve the poor attendance, are documented through formal written correspondence that has been inserted into the Student Record Portfolio.
6. Written correspondence to parents will reference the *Education Act*, outline school action taken to date, and include the number of days absent.
7. Principals are required to ensure that appropriate accommodation and/or adaptation for learning difficulties are addressed.
8. In instances where measures taken by the school have not been effective in addressing poor student attendance, the Attendance Officer is to be advised in writing.

9. The Attendance Officer will:

- 9.1 Confirm appropriateness of school measures taken;
- 9.2 Advise if additional measures are required;
- 9.3 Determine if outside agency involvement is required;
- 9.4 Advise the parents formally of his/her involvement;
- 9.5 Compile all written documentation (e.g. correspondence to parents, record of attendance, etc.);
- 9.6 Determine if a referral to the Attendance Board is recommended.

10. Upon receipt of all written documentation and in consultation with the Associate Superintendent of Schools, (e.g. correspondence to parents, etc.) the Attendance Officer will make a final determination regarding Attendance Board involvement.

Reference:

- Education Act Sections 1, 7, 8, 9, 31, 32, 33, 46, 48, 49, 52, 53, 55, 196, 197, 222