

Administrative Procedure 330 - Student Attendance

Background

The Division holds the position that parents, students and the school staff have a shared responsibility to ensure that students attend school in accordance with relevant legislation/regulations. Student achievement is affected by attendance. Students are therefore required to attend regularly in order to maximize their educational opportunities.

Our goal in addressing attendance concerns is to provide assistance to students, and their parents, by addressing prevailing issues, thus enabling the student to attend school faithfully and regularly.

Procedures

1. In consultation with staff, and the School Council, the Principal shall develop a student attendance procedure that will encourage school attendance. This attendance procedure shall be shared with the school community on an annual basis.
2. The Principal shall maintain accurate attendance records and communicate this information to parents. As well, the information will be communicated to the students who are sixteen years of age or older.
3. Principals are asked to report students with less than 90% attendance (of the days to date during the school year) to the Division's Attendance Officer (Director of Inclusive Services). This reporting is discretionary given the wide range of issues that may be present (i.e. loss in the family, accident, medical issues, etc.).
4. The Director of Inclusive Services shall determine what further action, if any, is to be taken by the school or the Division, including possible referral to the Attendance Board.

Reference: Section 1, 7, 8, 9, 31, 32, 33, 46, 48, 49, 52, 53, 55, 196, 197, 222 Education Act

Effective:1996-03-14

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