

## **STUDENT ATTENDANCE**

### **Background**

Students are required to attend school in accordance with *The Education Act, 1995* and individual school administrative procedures. When students are absent from school, the school division provides support, determines underlying reasons for non-attendance and implements appropriate intervention strategies.

The school division believes regular and punctual attendance is necessary for students to maximize their learning and achievement. The school division also:

- Believes in a collaborative approach between the school and the parent/guardian in expecting and supporting regular attendance of students.
- Requires that schools track and record student attendance consistently on a daily basis and investigate reasons for non-attendance.
- Requests that parents/guardians communicate to the school prior notice of a student's unavoidable absence.
- Understands that ongoing collaboration may be needed to support a student when avoidable absences/tardiness negatively impacts their learning and achievement.

### **Procedures**

#### **1. Tracking and Recording Protocol**

The principal shall:

- 1.1 Implement school-based tracking, recording and reporting procedures that are consistent with the legislation and other directives issued by the Ministry.
- 1.2 Ensure that investigations regarding all student non-attendance are conducted in a timely manner.

#### **2. Follow-Up Protocol**

When a student is recorded absent without permission or notification from the parent/guardian, the principal or designate shall:

- 2.1 Ensure that parents/guardians are contacted. When necessary, alternative contact methods such as a letter home may be used.

- 2.2 Investigate reasons for non-attendance with a focus on intervention and prevention. The principal may involve other school or system personnel such as vice-principals, classroom teachers, student support teachers, counsellors, the Support Services Coordinator, the Superintendent of Operations as well as outside agencies.

### **3. Tracking Protocol and Interventions**

#### **ATTENDANCE**

In instances where attendance has been identified as a problem for a particular student, each school will attempt to improve the student's attendance by incorporating a Student Support Plan for Attendance Issues at the earliest recognized point in time.

For Secondary Students ONLY: At 15 absences, the student **MAY** be removed from class with an option to reapply for the class.

#### **TARDINESS**

In instances where tardiness has been identified as a problem for a particular student, each school will attempt to improve the student's punctuality by incorporating a Student Support Plan for Punctuality Issues.

Reference: Section 156, 157, 158, 159, 160, 161, 162 Education Act

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