

STUDENT ATTENDANCE

Background

Students are required to attend school in accordance with The Education Act, 1995 and this administrative procedure. Furthermore, regular attendance is one of the most important aspects of academic success. School staff will partner with students and parents/guardians to ensure students meet the attendance requirements outlined in The Education Act, 1995 and school division administrative procedures. Attendance intervention plans provide parameters, supports and reinforcements to achieve consistent attendance and subsequent academic success for all students.

Students who are absent, regardless of the reason, are responsible for learning the class material and catching up on all missed work.

All school related activities (extracurricular or curricular) will be marked "school" and are not considered an absence towards a student's attendance.

All division bus related issues will be marked "school" and are not considered an absence towards a student's attendance.

Attendance

If students are going to be absent from class/school, parents are asked to contact the school prior to an absence. When prior contact has not been made, the school will attempt to contact parents/guardians directly or use a computerized attendance notification system to inform the parents/guardians of the absence.

For Elementary Students

- If prior contact has not been made with the family OR the school has identified a concern with the student's attendance, at seven (7) full day absences, school administration will inform the parents/guardians of the concern and document.
- At eleven (11) full day absences, school administration will contact the parents/guardians to discuss the student's attendance and, where there is a concern, may arrange a meeting to discuss the concern and develop a plan for moving forward.
- At fifteen (15) full day absences, school administration will contact the parents/guardians to discuss the student's attendance and, where there is a concern, send an absence notification and cc the school's Superintendent.
- At any time, the school may reach out to school division personnel for support.
- At twenty (20) full day absences, attendance concerns will be referred to the school's Superintendent for further action, which may include a phone call, letter, or parent meeting.
- Once a student has missed 20 consecutive days, the student will be removed from the daily roll call and their name forwarded to the school's Superintendent for further action/tracking.

For High School Students

- At five (5) semester class absences/two (2) block system classes, school personnel will contact the parents/guardians regardless of the reason. After two failed attempts, school administration will send a written notification to parents/guardians.
- At eight (8) semester class absences/four (4) block system classes, school administration will arrange a meeting to develop a plan for improving attendance. If parents/guardians are unavailable to meet in a timely manner, or after one failed attempt to arrange a meeting with the family, school administration will meet with the student and provide the written plan to the parents/guardians.
- At eleven (11) semester class absences/six (6) block system classes or a predetermined number of absences from the previous meeting, the student and their parents/guardians will be required to meet with the school team to discuss the attendance plan and next steps. Next steps may include updating the plan or removing the student from the class. If parents/guardians are unavailable to meet in a timely manner, or after one failed attempt to arrange a meeting with the family, school administration will meet with the student and provide the written plan to the parents/guardians.

For Students Under the Age of 16

- Once a student has missed 20 consecutive days, the student will be removed from their classes and their name forwarded to the school's Superintendent for further action/tracking.

LATES

- At five (5) semester class lates, school personnel will send digital communication to parents/guardians informing them of the lates.
- At ten (10) semester class lates, school personnel will contact parents/guardians informing them of the lates.
- At fifteen (15) semester class lates, school personnel will arrange a meeting to discuss the ongoing concern of lates.
- At twenty (20) semester class lates, students may be removed from the class.

Students who miss the class instruction OR 20 minutes of class time may be marked absent from class.

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

June 2, 2026