

## **STUDENT ATTENDANCE**

### **Background:**

The Division expects regular student attendance and provides supports for students who are unable to attend school due to extraordinary circumstances.

### **Procedures:**

1. Every reasonable effort shall be made to ensure a student attends school.
2. The Principal shall reference the importance of regular attendance in the school's student/parent/guardian and teacher communications.
3. The Principal shall establish and communicate to students, parents/guardians and staff procedures regarding student and parent/guardian contact following a student absence.
4. Records of student attendance shall be maintained at the school.
5. The parent/guardian is expected to provide an explanation to the school for a student absence. Phone calls, signed notes, medical notes or dental notes are acceptable means of communication.
6. In instances where one of the above is provided, the student absence shall be noted as PA: Parent Aware.
7. All absences shall be reported to the parent/guardian, except in the case of an independent student.
8. Where appropriate, the teacher shall determine how the student will make up missed assessments.
9. If non-attendance becomes a concern, the Principal shall involve the Division Attendance Officer (Director of Specialized Supports).
10. For information regarding suggested pre-referral procedures and involving the Division Attendance Officer, refer to the [Recommended Pre-Referral Procedures - Attendance Board](#) (Appendix 330-A).

### **Reference:**

Section 1, 7, 8, 9, 31, 46, 52, 53, 55, 197, 222 *Education Act*

[Appendix 330-A: Recommended Pre-Referral Procedures - Attendance Board Attendance Supports](#)