



## **STUDENT ATTENDANCE**

The Division believes that good student attendance is important to being successful in schools and that it has an obligation to ensure compliance with the Public Schools Act provisions regarding student attendance. Students are encouraged to have regular attendance and schools are given responsibility for attendance procedures and for daily administration of those procedures.

### **Responsibilities of Schools with Regard to Student Attendance**

1. To develop and maintain, through periodic review, a written policy on attendance which is made available on an annual basis to parents and students in terms of information on expectations and procedures for implementation by the school.
2. Administration of the attendance policy including consultation with parents when student absence cannot be explained or is not known by the school.
3. Maintenance of a daily record of student attendance such that a permanent record of attendance exists for each student during each school year. The permanent attendance record should be stored and available to appropriate authorities as per the Public Schools Act and FIPPA regulations governing access.

### **Expectations for Inclusion Within School Attendance Policies and Procedures**

1. A process for involving staff, parents and students, where appropriate, in the development and periodic review of attendance policies.
2. A means to ensure parents and students are informed on an annual basis as to attendance expectations and procedures for implementation.
3. Clear delineation of teacher and administration roles in implementing attendance procedures
4. A procedure for determining acceptable and nonacceptable student absenteeism and a means to discuss and indicate to students and parents as to what that difference is and what actions and consequences will follow from each type of absenteeism.
5. A means to involve parents in the various stages of dealing with student absenteeism and a clear understanding of school expectations and consequences for situations involving a student absenteeism whether it be acceptable or not acceptable to the school.

6. A method for accurate daily attendance reporting to those who need to know and the establishment and storage of a permanent record of student attendance each year in accordance with P.S.A. provisions.
7. Completion of a monthly absentee report to be forwarded to the superintendent after the last teaching day of the month.
8. Consideration of positive activities, rewards, etc., within the attendance policy which promote good student attendance.
9. Inclusion of a procedure for referral to the Division Attendance Officer in those situations where student absenteeism is not acceptable over time and school efforts to achieve acceptable attendance are not meeting with success.
10. Inclusion of an opportunity for appeal to the superintendent if removal from a class/school is to be considered.

#### **Responsibilities of the Division in Support of Student Attendance Efforts by Schools**

1. Ensure schools have an appropriate written attendance policy and procedures.
2. Support school efforts including the provision of a Division Attendance Officer as a support to schools.

#### **Responsibilities of the Parent in Support of Student Attendance**

1. As per P.S.A., to ensure their child(ren) attend school regularly.
2. To communicate with the school when their child(ren) will be absent from school.

To attend meetings, as stipulated in school attendance procedures; when it is felt necessary to discuss their child(ren)s lack of attendance.