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|  | Administrative Procedure | |
| | Subject | Student Attendance |
| | AP Code | 330 |

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 provides support, determines underlying reasons for non-attendance, and implements appropriate intervention strategies.

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

- Believes in a collaborative approach between the school and the parent/guardian in expecting and supporting regular attendance of students.
- Requires that they 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

1.1. The principal shall:

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

2. Follow-up Protocol

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

- 2.1.1. Ensure that parents/guardians are contacted. When necessary, alternative contact methods, such as a letter home, may be used.
- 2.1.2. 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 school director, as well as outside agencies.

3. Tracking Protocol and Interventions

3.1. Attendance

- 3.1.1. In instances where attendance has been identified as a problem for a particular student, the school will attempt to improve the student's attendance by incorporating an individualized attendance plan or contract for attendance issues at the earliest recognized point in time.

- 3.1.2. For Secondary Students ONLY: At 15 absences, the student MAY be removed from class with an option to reapply for the class.
- 3.2. Tardiness
 - 3.2.1. In instances where tardiness has been identified as a problem for a particular student, the school will attempt to improve the student’s punctuality by incorporating an individualized attendance plan or contract for punctuality issues.

References

The Education Act, 1995 – sections 156, 157, 158, 159, 160, 161, 162

Date Adopted

September 1, 2024

Revised
