

# STUDENT ATTENDANCE

### Background

Regular school attendance supports student engagement and achievement. Patterns of engagement in school and learning are developed in a student's early school years. Parents play a key role in promoting the importance of learning and regular school attendance.

Schools will have established and well communicated procedures for recording and reporting student attendance. In recognition of the fact that at sometimes, in addition to the regular routines established at the school, students will require additional positive attendance support it is recognized that establishing positive attendance behaviours is the shared responsibility of the student, parents, teacher and school principal.

### Definitions

**Excused Absence** – schools will report absences as excused when they have received verifiable communication from students' parents or guardians providing identifying information for the student, dates and expected duration of absence, and the reason for the absence.

**Unexcused Absence** – in the absence of direct communication from the parent/guardian, student absences will be recorded and reported as unexcused.

**Authorized Absence** – an authorized absence will be recorded for students who are not attending their regular class, but are in attendance at a school authorized event, such as a field trip or sport event.

### Procedures

1. An accurate daily record of attendance shall be kept for each student.
  - 1.1. Attendance at Elementary and Secondary schools will be recorded and maintained in the Student Information System used by the district.
  - 1.2. Teachers will enter student attendance directly into the student information system.
2. Principals are expected to have an established system for verifying student attendance on a daily basis.
  - 2.1. For all students, absences will be reported to the office.
  - 2.2. In Elementary Schools attendance shall be done in the morning and the afternoon according to 'Safe Arrival' routines established by the district and implemented at schools.
  - 2.3. In Secondary Schools, attendance will be recorded and reported for each period.
  - 2.4. In Elementary schools unexcused absences will be reported to parents in the morning daily by phone call from the school office (Safe Arrival Routine Procedure).

- 2.5. In Secondary Schools unexcused absences will be reported to parents on a daily basis using the district mass communication system. Detailed attendance information is also available to parents by logging into the family account in the Student Information System.
- 2.6. Principals will establish and implement a system for identifying students whose attendance patterns raise concern.
- 2.7. In cases where there is a concerning pattern of unexcused absences, or overall concern regarding a student's attendance behaviour the principal will contact the parent as soon as practical to inform the parent and develop an attendance support plan.

Reference: Sections 2, 3, 4, 6, 7, 8, 17, 20, 22, 65, 79, 85 School Act  
School Regulation 265/89

Adopted: October 18, 1982

Revised: October 7, 1985; August 1, 1990; September 1994; January 1999; February 6, 2019