	Administrative Procedure	
	Subject	Student Attendance
	AP Code	330

Administrative Procedure 330 **Required**

STUDENT ATTENDANCE

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 schools 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 Support Services Coordinator, 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, each school will attempt to improve the student's punctuality by incorporating an individualized attendance plan or contract for Punctuality Issues.

Reference:

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