

## **330 STUDENT ATTENDANCE**

### **Background**

The Division recognizes that every student registered in any of its schools shall be required to attend regularly and punctually. The student shall account for absences or tardiness in a manner satisfactory to the school.

The Education Act section 7(4) defines excusable absences, which may preclude a student from attending school on a day on which the school is open.

### **Procedures**

1. Division schools shall require an explanation from parents, guardians, dentists, or medical practitioners providing evidence as to reasons for absence. In the event that student absences can be predicted, it becomes the responsibility of the parent to inform the school of the expected time, duration and reason of the absence.
2. The Division also recognizes the need for continuing the educational opportunity for students who, for reasons of health, are required to remain at home or in the hospital. The Division expects the parent or guardian to contact the teacher and to make arrangements for work assignments to be completed by the student and returned to the teacher.
3. Each Principal shall be responsible for outlining a method of dealing with excessive or unexcused absences which shall include:
  - a. Parental and student communication.
  - b. An indication of what an intolerable number of absences is.
  - c. In severe cases the principal may:
    - i. Request the Superintendent invoke the attendance officer powers (Education Act Section 9).
    - ii. Suspend or refer the student to the Board for expulsion.
    - iii. May result in discontinuation of enrollment for non resident students for the upcoming school year

5. Each Principal shall include the attendance procedures in the school handbook.

### **References**

Section 1,7,8,9,31,32,33,46,48,49,52,53,55,196,197,222 Education Act

### **History**

Developed: August 2003  
Amended: February 2020