



## EDUCATIONAL SERVICES 16 – Student Attendance at School

Date: Mar. 10, 2010 Revised:

Responsible Administrator: Associate Superintendent; Student Services

### 1.0 RATIONALE

Regular school attendance contributes to optimum academic achievement for individual students.

### 2.0 PROCESS

The Associate Superintendent, Student Services, is responsible for administering this Administrative Practice.

### 3.0 GUIDELINES

- 3.1 The principal shall advise students and parents/guardians of this administrative practice on an annual basis by September 15th of each school year.
- 3.2 The principal and staff shall encourage students to attend school on a regular basis and shall report student attendance to parents/guardians as outlined in these guidelines.
- 3.3 The parent/guardian shall be asked to advise the school if the student will not be in attendance on any given day.
- 3.4 If the school does not receive notice from the parent/guardian concerning a student's absence as required in 3.3 above, the school shall attempt to contact the parent/guardian and advise them of the student's absence.
- 3.5 Schools shall devise appropriate mechanisms to report student attendance to parents/guardians as required in these guidelines.
- 3.6 A student at school, who refuses to attend classes after being directed to do so by a staff member, may be suspended from school as provided for in The School Act, the Board's policy on Student Conduct and the school's code of conduct.
- 3.7 The school shall send an attendance report on a student to the parent/guardian if, in the opinion of the staff and school administration, a student's achievement is being adversely affected by lack of attendance. The school may request a meeting of school personnel, the student, and/or the parent/guardian, to discuss the student's attendance.

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References: *Board Policy: F/IV/1 School Attendance Policy*  
*School Act: Sections 12(b), 13, 14, 15, 60(3)(b)*  
*Alberta Education Guide to Education: ECS to Grade 12, pp. 9-10*

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- 3.8    Notwithstanding Section 3.7 of these guidelines, elementary and junior high schools shall report student attendance to parents/guardians at each formal reporting period.
  
- 3.9    Notwithstanding Section 3.7 of these guidelines, senior high schools shall communicate with the student and parent/guardian regarding a student's attendance after ten (10) or more cumulative unexcused absences for all courses have been recorded.
  
- 3.10    If lack of attendance persists, following reasonable efforts by the school to remedy same, the principal shall contact the Board's Attendance Officer who may institute proceedings as provided for in statute.

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References:    *Board Policy: F/IV/1 School Attendance Policy*  
                  *School Act: Sections 12(b), 13, 14, 15, 60(3)(b)*  
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