



STUDENT ATTENDANCE

Background

Regular attendance contributes significantly to student learning. While students have a right to an education, they also have a responsibility to attend these classes regularly and pursue their studies in a diligent manner. The Education Act clearly defines compulsory education and legislation regarding the enforcement of school attendance.

Procedures

1. The Principal shall act as attendance officer for students registered in the school.
2. Each Principal, in consultation with the staff, shall develop written school attendance procedures. These procedures will include a process for:
 - 2.1 Teachers to keep accurate attendance records (including records of absences and lates) for each of their students,
 - 2.2 Parents to notify the school of student absences, and
 - 2.3 Keeping parents informed of unexcused absences and excessive lates.
3. At the beginning of each school year, the Principal shall communicate the school's attendance procedures to parents, students, and staff.
4. The Principal will make all reasonable efforts to resolve student attendance concerns prior to referring the matter to the Attendance Board.
5. When attempts to enforce school attendance are ineffective, the Principal shall make a referral to the Attendance Board as per Attendance Board criteria (<https://education.alberta.ca/>). A copy of this referral accompanied by supporting documentation shall also be sent to the Superintendent.
6. Students missing instructional time are responsible for completing the course material covered in their absence.

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