



SECTION:	Student Management and Welfare	APPROVAL DATE:
SUBSECTION:	Attendance Management	February 1, 1993
POLICY NAME:	School Attendance	LAST REVISED:
POLICY NUMBER:	R.SMW.C.1	January 1, 1998

1. ATTENDANCE RECORD
 - 1.1 Each principal shall establish and maintain a regular daily attendance report procedure as well as such other attendance checks that will provide an accurate daily and accumulative record of information on each pupil's attendance.

2. ABSENTEEISM PROCEDURES
 - 2.1 Each principal shall establish, maintain and be responsible for the procedures to be used by school personnel in cases of questionable and/or accumulative pupil absenteeism. The procedures will promptly inform the parent or guardian of the pupil, or the pupil where he/she is an adult, of the absenteeism, the seriousness of absenteeism, and the ramifications if the absenteeism persists.
 - 2.2 Where the legitimacy of a pupil's absence is questionable the principal will ascertain its validity through consultation with the parent by telephone or letter.
 - 2.3 In the case of accumulative absenteeism (a record of absenteeism exceeding 20 school days) a principal will notify in writing the parent or the guardian, or the pupil where he is an adult, that unless regular school attendance is immediately established the next regular school day and maintained by the pupil, that the pupil will be referred to the Board's school attendance counsellor for further action. Copies of the letter will be sent to the school attendance counsellor and the Director. (Appendix A)

3. SCHOOL ATTENDANCE CONSELLOR
 - 3.1 The principal will report a student to the school attendance counsellor and Superintendent when:
 - a) Regular school attendance procedures prove inadequate.
 - b) Regular attendance does not follow the written notice referred to in 2.3.
 - c) A student is absent five school days in any 20-day period, with or without the knowledge of the parents and when the necessity for such absence cannot be substantiated by the principal. (A doctor's certificate, a death in the family, and other such serious yet less obvious situations, would justify a pupil's absence.)
 - d) A student's accumulated record of absenteeism exceeds 20 school days, with or without the knowledge of the parents, and when the necessity for such absence cannot be substantiated by the principal. (A doctor's certificate, a death in the family, and other such serious yet less obvious situations, would justify a pupil's absence.)
 - e) A pupil, who has had an uninterrupted attendance record, is suddenly missing and the principal is unable to contact the parent or guardian at home or work.

- f) A pupil runs away from home.
 - g) A pupil shows a pattern of continuing and persistent lateness.
 - h) A pupil fails to register at school.
 - i) There is a request from a parent to withdraw the children from school (permanently or temporarily but in excess of 10 consecutive school days).
 - j) The parent experiences difficulty in enforcing their child's attendance at school and assistance is required.
- 3.2 When a principal contacts the school attendance counsellor of an attendance problem, the counsellor will confer with the appropriate department at Central Office when the referral points to psychological, sociological, and/or physiological based difficulties. If warranted, consultation with such related local or regional agencies will be made through the appropriate department at Central Office.
- 3.3 After a principal has referred a student to the school attendance counsellor, the counsellor will inform the principal of the subsequent developments and the final disposition of the referral.
- 3.4 The school attendance counsellor will maintain written records on all attendance related responsibilities, including referrals, and submit regularly, to the Director, at the Director's discretion, a written report in respect to these responsibilities including the disposition of all referrals.
- 3.5 Legal action may be considered according to the Education Act. When legal action is considered, the following procedure will be followed:
- a) The school attendance counsellor will make his recommendation to the Director.
 - b) If the Director agrees with the recommendation the school attendance counsellor will send to the pupil's parent or guardian by registered mail a letter warning of legal action being instituted against them unless regular school attendance of the student is re-established immediately by the next school day.
 - c) The Director will inform the Board at the next regular Board meeting of the action taken and/or being considered as well as the outcome of any such action.
 - d) The school attendance counsellor will initiate legal action if the pupil's parent or guardian has not immediately established their child's regular school attendance by the next regular school day following receipt of the registered letter.