

STUDENT ATTENDANCE

Background

Regular attendance by students in all of their classes enhances their performance and contributes substantially to their rate of progress. While students have a right to access an educational program, they also have a responsibility to attend these classes regularly and pursue their studies in a diligent manner. All students who are 6 years of age or older and younger than 16 years of age, subject to subsection 7(2) of the Education Act, shall attend school.

Procedures

1. The Superintendent is the designated Division attendance officer.
2. All Division students are expected to be in regular attendance during the school year.
 - 2.1. The Education Act section 7(4), requires students to attend school regularly and punctually and identifies circumstances under which an absence may be deemed as excusable.
 - 2.2. Teachers are to maintain accurate records of student attendance and absences.
 - 2.3. Students shall furnish an explanation of absence or lateness provided by the parent.
3. Student absences are tracked through PowerSchool in the attendance dashboard.
 - 3.1. Principals are responsible for monitoring the attendance dashboard and ensuring proactive and universal strategies are in place in their school.
 - 3.2. When absenteeism reaches 10% but less than 20%, Principals and their leadership team (i.e., Assistant Principal, Family Wellness Worker, and the Collaborative Response Coordinator) are responsible for ensuring targeted supports are in place to address absenteeism.
 - 3.3. When a student's absences are deemed chronic and 10% or greater, an attendance plan is put in place and monitored, and parents are involved in the process.

- 3.4. When absenteeism is greater than 20%, and the Principal cannot succeed in working with the parents to improve the student's attendance, specialized intervention is required.
- 3.5. Specialized intervention involves the Office of Student Attendance and Re-engagement (OSAR) and the holding of a community conference.
- 3.6. If the attendance plan and OSAR is not successful in establishing regular attendance, the student and their family are referred to the Attendance Board.
4. The enforcement of attendance by an attendance officer is outlined in sections 8 and 9 of the Education Act. Prior to involving the Attendance Board the Principal shall:
 - 4.1. ensure the student and the parents have been advised of the student's duty to attend school in accordance with section 7;
 - 4.2. ensure and document that all reasonable efforts have been made to enforce student attendance at school.
5. The roles and responsibilities of the Attendance Board are outlined in sections 47, 48 and 49 of the Education Act.

Reference: *Education Act*, SA 2012, c E-0.3, ss. 7, 8, 9, 31, 32, 33,46, 47, 48,49

Resources

- [330 AP School Attendance, Attendance Presentation, Attendance Guide](#)
- [330 AP Student Attendance, Pyramid of Interventions](#)
- [330 AP Student Attendance, Brochure](#)
- 330 AP Student Attendance, Posters: [Elementary](#) [Middle](#) [High School](#)
- [330 AP Student Attendance, Fact Sheet](#)
- [330 AP Student Attendance, Sample Plan](#)
- [330 AP Student Attendance, Sample Contract](#)
- [330 AP Student Attendance, Intervention Document](#)
- [330 AP Student Attendance, Sample Letter](#)
- [330 AP Student Attendance, Clinical Team Referral Summary](#)