

STUDENT ATTENDANCE

Background

The Division expects regular attendance and provides support for those students who are unable to attend school due to extraordinary circumstances. 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. Every reasonable effort shall be made to ensure a student attends school.
2. The Principal shall reference the importance of regular attendance in the school's student/parent/guardian and teacher communications.
3. The Assistant Superintendent of Educational Excellence is the designated Division attendance officer.
4. All Division students are expected to be in regular attendance during the school year.
 - 4.1. The Education Act sections 7, requires students to attend school regularly and punctually and identifies circumstances under which an absence may be deemed as excusable.
 - 4.2. Teachers are to maintain accurate records of student attendance and absences.
5. Student absences are tracked through PowerSchool in the attendance dashboard.
 - 5.1. Principals are responsible for monitoring the attendance dashboard and ensuring a continuum of supports are in place in their school.
 - 5.2. When absenteeism reaches 10% but less than 20%, Principals and their school support team (i.e., Assistant Principal, Family Wellness Worker, and the Collaborative Response Coordinator/Inclusive Learning Facilitator, teachers) are responsible for ensuring targeted school supports are in place to address absenteeism and parents/guardians are involved in the process.
 - 5.3. When absenteeism is greater than 20%, and the Principal and school team cannot succeed in working with the parents to improve the student's attendance, specialized intervention supports are required.
 - 5.4. Specialized intervention involves the Division Director(s) and Assistant Superintendent of Educational Excellence to review supports and may include contacting the Student Attendance and Re-engagement (OSAR) and the holding of a community conference.

- 5.5. If the attendance supports and OSAR are not successful in establishing regular attendance, the student and their family are referred to the Attendance Board.
6. 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:
 - 6.1. ensure the student and the parents have been advised of the student's duty to attend school in accordance with section 7;
 - 6.2. ensure and document that all reasonable efforts have been made to enforce student attendance at school.
7. 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