



Background

The Division expects students to attend school regularly in order that they can benefit fully from the learning opportunities available in the school. The purpose of this administrative procedure is to promote regular attendance and provide guidance for a collaborative problem-solving approach between home and school when students are chronically absent.

Definitions

Chronically absent: A student is considered chronically absent when their attendance rate is 90% or below. This includes excused as well as unexcused absences.

Procedures

1. Regular attendance is the responsibility of the parents/guardians and the student.
2. Schools may choose to work with parents in exceptional situations to develop a temporary plan for alternative delivery of education. If the student is maintaining good standing within the expectations of the plan, an attendance procedure is not required.
3. To promote regular attendance through early identification and response, as well as consistency in approach, staff will follow the procedures as outlined:
 - 3.1. Level 1:
 - 3.1.1. Monthly review of attendance reports
 - 3.1.2. Teacher identifies chronically absent students and connects with the parent/guardian to determine reason for absenteeism
 - 3.1.3. A plan is discussed to increase attendance
 - 3.1.4. Teacher documents communication according to the procedures established by school administration
 - 3.2. Level 2:
 - 3.2.1. If attendance continues to be an issue after having made direct parent contact, teacher advises the next most responsible person
 - 3.2.2. Next most responsible person contacts parent again, by phone or in person, to review plan discussed with teacher and to make adjustments
 - 3.2.3. A meeting may be determined to be required at this point
 - 3.2.4. Review supports and revise plan to increase attendance
 - 3.2.5. Issue a letter copied to Superintendent or designate

3.3. Level 3:

- 3.3.1. Meeting with Superintendent or designate and School Administration
- 3.3.2. Review of support plan and consideration of programming alternatives
- 3.3.3. Consideration of Attendance Board referral
- 3.3.4. Second letter issued

Reference: Sections 1, 7, 8, 31, 32, 46, 52 and 53 *Education Act*

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