

## **STUDENT ATTENDANCE**

### **Background**

Regular attendance by students in all their classes enhances their performance and contributes substantially to their learning. While students have a right to access an educational program they also have a responsibility to attend classes regularly and pursue their studies in a diligent manner.

Specific provisions for regulating the attendance of students shall be developed in consultation with students, staff and parents' advisory councils as appropriate.

### **Procedures**

1. An accurate daily record of attendance shall be kept for each student.
2. Principals are expected to have in place a system for verifying reasons for non-attendance on a daily basis.
  - 2.1 For all grades, unexplained absences will be reported to the office.
  - 2.2 In the elementary and middle schools, attendance shall be done in the morning and afternoon. All unexplained absences during the school day shall be reported to the office immediately after the absence becomes apparent. All reasonable efforts must be immediately made to determine the whereabouts of students reported absent.
  - 2.3 In the elementary and middle schools, a phoning system shall be in place to contact parents with regard to unexplained absences as soon as possible.
  - 2.4 In the secondary school, attendance shall be done during each period. All reasonable efforts must be made shortly to determine the whereabouts of students reported absent. Parents shall be contacted through an automated message.
3. Teachers shall assist in maintaining an accurate attendance record for each student.
4. Parents are to be encouraged to take the initiative in advising the school when students are absent.
5. In cases of unexplained absences, suspected truancy or excessive absences occurring, the parent or guardian shall be contacted as soon as a pattern of poor attendance becomes evident, as determined by the school's attendance procedures.
6. Initial investigation of reasons for excessive student absence from school shall be the responsibility of the Principal or designate. An annotated log shall be kept of each contact with the home.

7. The Principal shall work directly with the student and the family to resolve attendance issues.
8. Principals will refer students to an expanded school based team when further supports are required.

*Reference: Sections 2, 3, 4, 6, 7, 8, 17, 20, 22, 65, 79, 85 School Act*

*SD No. 40 (New Westminster)*

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