

# **Student Attendance – Non Compliance**

## **Background**

Regular attendance at school is critical to student academic success and personal development. Each school in the Division shall have a locally developed attendance procedures which encourages and insists upon regular attendance by students.

## **Procedures**

1. It is expected that prior to receiving a recommendation from the Principal on an attendance problem:
  - 1.1 In compliance with Section 161(1) of the Education Act where any pupil has been absent from school for more than four school days in any month, the principal shall immediately report the absence to the local attendance counselor unless the principal is satisfied that the absence is unavoidable or is justified.
  - 1.2 That all other school and Division avenues of recourse have been exhausted;
  - 1.3 That all requirements of the approved school procedures and provincial legislative requirements will have been followed;
  - 1.4 That complete confidentiality will have been maintained by the school regarding all aspects of the issue;
  - 1.5 That complete documentation with a narrative of the circumstances will be forwarded by Principal to the Responsive Services Coordinator, to the Director or designate at least two (2) weeks prior to the Board meeting;
2. The Board accepts the sole responsibility to lay a complaint under the Education Act, or any other provincial Acts or Regulations.

Reference: Sections 85, 87, 108, 109, 141, 142, 146, 156, 157, 158, 159, 160, 161, 162, 175  
Education Act

**ALSO SEE:** Form 341 Attendance Contact Log

