

STUDENT ATTENDANCE

Background

Regular attendance by students in all 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 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 Parent 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 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 should be made to notify the student's parent(s)/guardian.
 - 2.3 In the middle schools, attendance shall be done during each period. All unexplained absences during the school day shall be reported to the office immediately after the absence becomes apparent. All reasonable efforts should be made to notify the student's parent(s)/guardian.
 - 2.4 In the secondary schools, attendance shall be done during each period. All reasonable efforts should be made to notify the student's parent(s)/guardian.
3. Teachers shall maintain an accurate attendance record for each student as required by the School Act.
4. Parents are to be encouraged and expected to take the initiative in advising the school when students are absent.
5. In cases of unexplained absences, suspected truancy or excessive absences, the parent or guardian shall be contacted as soon as a pattern of poor attendance becomes evident.
6. Initial investigation of reasons for extended student absence from school shall be the responsibility of the principal or designate. An annotated log is to be kept of each contact with the home.
7. The principal or designate will work with students who are inexcusably absent from school or classes. This process will include, but is not limited to:
 - Efforts to work directly with the student to resolve the issue;
 - Ongoing communication and consultation with the parents concerning the attendance problem;
 - Progressive interventions for students who are persistently and inexcusably absent; and

- After all possible avenues of remediation have been exhausted at the school level, subsequent absences by the same student shall result in the principal referring the matter to the superintendent, or designate.
8. If a student is registered in a full-time program, but due to extra-curricular learning, sports training, ongoing medical concerns, etc. will not be attending full-time, the student's parent/guardian is required to complete an intermittent attendance agreement (SD72 Form 350-1).

Reference: Sections 2, 3, 4, 6, 7, 8, 17, 20, 22, 65, 79, 85 School Act
School Regulations B.C. Reg. 265/89

Related Forms: [SD72 Form 350-1 Intermittent Attendance Agreement](#)