


## Administrative Procedures 340

### Attendance of Students

		<b>Adopted:</b> June 28, 2011
	<b>External References:</b> <ul style="list-style-type: none"><li>• Education Act: Sections 85, 87, 108, 109, 156, 157, 158, 159, 160, 161, 162, 175</li></ul>	<b>Amended:</b> July 24, 2013
		<b>Internal References:</b>

### Background

Students are required to attend school in accordance with the Education Act and these administrative procedures.

### Procedures

1. The Principal shall:
  - 1.1 Be authorized to implement procedures that are consistent with the legislation and other directives issued by the Minister, Board policy and administrative procedures.
  - 1.2 Ensure that attendance records of students are kept in accordance with the Ministry of Education regulation, Board policy and administrative procedures.
  - 1.3 Ensure that cases of non-attendance are investigated.
2. The Principal shall investigate reasons for non-attendance, and, if deemed appropriate, involve other school or system personnel such as vice-principals, school social workers and guidance counsellors, in such investigations.
3. The Principal shall report cases of non-attendance to the local attendance counsellor in accordance with the Education Act.
  - 3.1 The Superintendent of Education with responsibility for Student Support Services will be the local attendance counsellor.
4. In cases of chronic non-attendance, the local attendance counsellor shall advise parents or guardians, and other persons in charge, by registered mail, of their responsibilities.
5. In cases in which legal proceedings are being considered, the local attendance counsellor, following consultation with the Director or designate, shall inform the parents or guardians, and other persons in charge, by registered mail; such action to be carried out in accordance with Ministry of Education regulations.