

## ATTENDANCE OF STUDENTS

### 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 wellness coordinators and guidance counselors, in such investigations.
3. The Principal shall report cases of non-attendance to the local attendance counselor in accordance with the Education Act.
  - 3.1 The Superintendent for that school will be the local attendance counselor.
4. In cases of chronic non-attendance, the local attendance counselor shall advise parents or guardians, and other persons in charge, by mail, of their responsibilities.
5. In cases in which legal proceedings are being considered, the local attendance counselor, 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 Departmental regulations.

Reference: Sections 85, 87, 150, 151, 175 Education Act  
The School Division Administration Regulations 45, 49

Approved: December 19, 2018