

POLICY IE - Student Attendance

Regular attendance in school is required.

PURPOSE

To reinforce the relationship between regular attendance and student achievement.

GUIDELINES & PROCEDURES

1. Section 31(a) of the *Education Act* requires students to attend school regularly and punctually. If attempts to resolve attendance problems are unsuccessful, individual cases may be referred to the Attendance Board. The Attendance Board is a provincially appointed body, which has the power of the Court of Queen's Bench.
2. Programs shall be planned at the school level that will encourage students to attend regularly.
3. The Board will designate an attendance officer.
4. Guidelines for School Attendance:
 - a) The following absences are considered excusable:
 - i) illness or unavoidable cause;
 - ii) activities approved by the principal for a prescribed period of time;
 - iii) religious holidays by the religious denomination to which the student belongs.
 - b) Lateness: Three late arrivals may be considered equal to one absence.
 - c) School Attendance codes shall be standardized in PWPSD Schools.
 - d) Principals are required to establish school level attendance plans that encourage regular attendance, monitor student attendance, involve the parent in resolving attendance problems and develop school measures that address poor attendance. These school plans need to be in alignment with PWPSD Attendance Procedures. Communication to parents regarding poor attendance, and attempts to resolve the poor attendance, are documented through formal written correspondence. Written correspondence to parents will reference the *Education Act*, outline school action taken to date, and include the number of days absent.
 - e) Principals are required to ensure that valid health related issues are not the primary cause of poor attendance. Principals are required to ensure that appropriate accommodation and/or adaptation for learning difficulties are addressed.
 - f) Full Time High School Student: A student who has a course load of fewer than 13 credits in any semester may be withdrawn from the school for the duration of the semester. (Grade 12 students who have planned sufficient credits to graduate will be exempt from this guideline.)

- g) In instances where attendance support measures taken by the school have not been effective in addressing poor student attendance, the District Attendance Officer will be contacted by the school.

REFERENCES

Cross References:

[Alberta Education Attendance Toolkit](#)

Policy - IEA Early Entry into Kindergarten

Policy - IGD Student Suspension/Expulsion

Legal Reference: [Education Act](#) Section 31(a), 9(1)(b)

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