

ATTENDANCE GUIDELINES

A. Purpose

The purposes of the following guidelines are to:

1. Clarify the roles and responsibilities of those involved with school attendance.
2. Develop consistent practices to address irregular attendance.
3. Develop new interventions that assist students to improve their school attendance.

B. Guidelines for the School

The following guidelines are proposed:

1. The school should follow consistent practices to address irregular attendance and must have in place methods by which student absences are reported and monitored.
2. The Principal is required to investigate all student absences that exceed four days in a given month.
3. If not satisfied that the absences are unavoidable or justified, the principal is requested to contact the parent and to implement a plan to improve school attendance. (Phone call, parent meeting, letter to parents, modify program)

If this plan does not effectively resolve the situation;

4. The Principal is requested to discuss the situation with the School Social Worker, Counsellor, or Liaison Worker assigned to the school.
5. The School Social Worker, Counsellor or Liaison Worker is requested to:
 - develop a plan, in consultation with the parents to improve school attendance
 - provide or arrange support services to the student and family
 - maintain regular contact with the student or family and keep the principal informed of changes and progress

If these measures have not been effective;

6. The Principal is required to inform parents of their obligations as defined by the Education Act and of actions the school may consider.
7. The Principal is required to submit, to the Local Attendance Counsellor, an Attendance Report (see appendix) on each student, who is absent without a valid reason for more than four days in a month.

In some instances, the efforts of the school may not resolve the situation, and it will be necessary to forward all information to the Local Attendance Counsellor.

C. Guidelines for the Local Attendance Counsellor

1. The Local Attendance Counsellor is required to follow up all reports of irregular attendance.
2. The Local Attendance Counsellor may take action in one or more of the following ways:
 - arrange a special placement for the student,
 - consult with other agencies,
 - initiate legal action against the parents.
3. The Local Attendance Counsellor is required to report, on an annual basis, to the Department of Education, any case referred for legal action.