

## ADMINISTRATIVE PROCEDURE

Students

Attendance / Punctuality of Students

STU #11

Revised March 2024

### Background

The Alberta Education Act (Act), Section 31, requires that a student shall attend school regularly and punctually. Students have the right to equal educational opportunity and the responsibility to attend school regularly and punctually and to cooperate fully with everyone authorized by the Board of Trustees of The Christ The Redeemer Catholic Separate School Division (Board) to provide educational programs and services.

### Procedures

1. Each school administration in consultation with the staff shall develop written student attendance procedures for the schools.
2. At the beginning of each school year and at other times, when necessary, the Principal shall communicate the schools' attendance procedures to parents, students and teachers.
3. Students shall furnish, when required by school policy, an explanation of absence or tardiness to be provided by a parent or guardian.
4. Teachers shall refer to the Principal, all cases of excessive absence for which satisfactory explanations are not obtained. Excessive absence is defined as more than two (2) unexcused absences per month to a total of twenty (20) absences per school year. Three (3) lates are defined as an absence.
5. The Principal shall initiate referrals to available counseling.
6. When a student's absences are excessive and the student is not an independent student, the Principal or designate shall contact the parents of the student regarding the excessive absences to create a collaborative plan.
7. If the attendance does not improve, a referral shall be made to the Superintendent, or designate.
8. The Superintendent, or designate, may take whatever action is necessary to enforce school attendance, including consultation with the student, parents and school staff and giving written directions to the student and involvement of Divisional Attendance Officer. Such action may result in the student and parent compulsory attendance before the attendance board.
9. Students whose attendance is not made compulsory by the Act and who attend irregularly without justification or excuse may be asked to withdraw from school by the Principal. In the case of students who are not independent students, such action will be taken only after consultation with parents.
10. A letter from the principal regarding attendance will be sent home before the end of the current school year to students who have had significant absences.

### References

- Province of Alberta Education Act Section 31(a), Section 9(1)(2)(3), and (4)