



There is a strong, positive correlation between student achievement and student attendance.

Students registered in the school division's schools and programs shall attend regularly and punctually and that it is the responsibility of parents/guardians to ensure regular and punctual attendance.

Schools are to ensure that parents are informed promptly and accurately when student attendance is not satisfactory.

### **School Procedures for Attendance Tracking and Reporting**

The principal, in consultation with the staff, is responsible for establishing attendance standards with monitoring procedures that will help promote:

- Regular, punctual, and accountable student attendance that supports individual student achievement;
- Positive student attendance attitudes towards the school environment; fostering excellence in learning and other school activities; and
- Prompt and accurate notification to parents regarding student attendance concerns.

Key considerations in the development of school based attendance standards should include:

- The importance of students being accountable for absences and tardiness in a manner satisfactory to the school;
- The importance that teachers maintain accurate student attendance records and to report the attendance to the principal and parents/guardians in accordance to school policy;
- The importance of prompt and accurate notification is made with parents/guardians of those students whose attendance is unexcused and/or detrimental to their academic progress; and
- The importance of teacher follow up with efforts to effect and maintain improvement is in place after parents/guardians have been contacted.

### **School Attendance Classifications**

School attendance record keeping shall recognize student absences as follows:

- School Approved Absences: Field trips, school or curriculum related activities, suspensions
- Parental Approved Absences: Short-term illnesses, medical appointments, family vacations, funerals, court appearances, other absences supported by parent/guardian phone call and/or note
- Unexplained Absences: Absences not supported by parent/guardian phone call and/or note

For students in grades 9 – 12 inclusive, credits will not be withheld or removed due to unsatisfactory student attendance. Students are to remain registered in their courses. Should students not attend



Prairie Rose School Division

Developing lifelong learners for responsible global citizenship

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## AP #510 - Student Attendance

Students

*Procedure Manual*

Policy Ref:

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regularly and/or complete the requirements of the course, the natural consequences of a low and/or failing grade standing is recorded on the student transcript.