



BOARD OF EDUCATION
School District No. 57
2100 Ferry Avenue
Prince George, B.C. V2L 4R5
(250) 561-6800

POLICY 5131.4

STUDENT ATTENDANCE

APPROVED: 1997.02.04

REVISED: 2004.04.27
2020.09.29

POLICY

It is the responsibility of all students to attend every day all programs and classes in which they are registered.

Responsibility Centre: Office of the Superintendent
References: School Act, Sections 6, 26 and 85
Policy 5131 District Code of Student Conduct



STUDENT ATTENDANCE**PREAMBLE**

Regular attendance by students in all their programs and classes enhances their performance and contributes substantially to their rate of progress. While students have the right to access educational programs, they also have a responsibility to attend classes regularly and pursue their studies in a diligent manner. At all school levels, there will be well-publicized procedures for student attendance, and these procedures shall be made clear to students and their parents.

Approved: 2004.04.27

Revised: 2020.09.29



STUDENT ATTENDANCE

REGULATIONS:

1. Students will attend all educational programs and classes in which they are registered.
2. Attendance and the application of this policy will be considered on a program or course-by-course basis.
3. Teachers are responsible for monitoring attendance in their classes.
4. Specific provisions for regulating the attendance of students shall be developed in consultation with students, staff members and parents' advisory councils, as appropriate.

Approved: 1997.02.04
Revised: 2004.04.27, 2020.09.29



STUDENT ATTENDANCE

ADMINISTRATIVE PROCEDURES for use with Policy 5131.4:

Administrative procedures, including appendices, are the jurisdiction of the Superintendent of Schools. They are included with policies for the purposes of transparency, clarity and ease of use.

“Administrative procedures” set out the specific management actions necessary at the school or department level to ensure that the policy and regulations are fully implemented.

1. An accurate daily record of attendance shall be kept for each student.
2. Principals are expected to have an established system for verifying on a daily basis reasons for non-attendance.
 - 2.1. All absences will be entered into the Student Information System (SIS);
 - 2.2. In District elementary schools, the Safe Start program will be activated each school day morning.
 - 2.3. All unexplained student absences during the school day shall be reported to the school office immediately after any such absence becomes apparent. All reasonable efforts must be made immediately to determine the whereabouts of students who are reported absent.
 - 2.4. In elementary schools, a system shall be in place to contact parent/guardian(s) in a timely manner regarding unexplained student absences.
 - 2.5. In District secondary schools, attendance shall be taken during each period. All reasonable efforts must be made to determine the whereabouts of students who are reported absent.
3. Teachers shall assist in maintaining an accurate attendance record for each student.
4. Because Principals are often asked to document student absences and attendance, it is strongly recommended that any student absence be explained by the absent students' parent/guardian(s).
5. Parent/guardian(s) are to be encouraged to take the initiative in advising the school when their child is absent.
6. In cases of unexplained or excessive absences and/or suspected trancies, parents shall be contacted as soon as a pattern of such absences and/or trancies becomes evident, as determined by the school's attendance procedures.
7. Initial investigation of reasons for extended non-attendance shall be the responsibility of the Principal.



STUDENT ATTENDANCE

ADMINISTRATIVE PROCEDURES - Continued:

8. The Principal shall establish the following remediation procedures regarding students who are absent without reason:
 - 8.1. Work directly with students to resolve issues of non-attendance;
 - 8.2. Establish ongoing supports to help students attend and be successful;
 - 8.3. Establish ongoing communication and consultation with parents regarding non-attendance;
 - 8.4. Implement progressively more supports and/or interventions for students who persist in being absent without reason; and,
 - 8.5. After all possible remediation efforts have been exhausted at the school level, refer matters of subsequent absences without excuse to the Office of the Superintendent.

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