



AP 330 – ATTENDANCE OF STUDENTS

BACKGROUND

Students are required to attend school in accordance with the *Education Act* and these administrative procedures.

PROCEDURES

1. The Director of Education or designate will appoint local attendance counsellors in accordance with *the Education Act*.
2. The Principal shall:
 - 2.1. be authorized to implement procedures that are consistent with the legislation and other directives issued by the Minister, Board policy, and within the limitations established by the Director or designate.
 - 2.2. ensure that attendance records of students are kept in accordance with Saskatchewan Learning regulations and Board policy.
 - 2.3. ensure that cases of non-attendance are reported to the Principal.
3. The Principal shall investigate reasons for non-attendance, and, if deemed appropriate, involve other school or system personnel such as assistant and vice Principals, school social workers, and guidance counsellors, in such investigations.
4. The Principal shall report cases of non-attendance to the local attendance counsellors in accordance with *The Education Act*.
5. In cases of chronic non-attendance, the local attendance counsellors shall advise parents or guardians, and other persons in charge, by registered mail, of their responsibilities.
6. In cases in which legal proceedings are being considered, the local attendance counsellors, following consultation with the Coordinator of Student Services, shall inform the parents or guardians, and other persons in charge, by registered mail, and shall advise the Director or designate and appropriate Superintendent of Education of this intended action, such action to be carried out in accordance with departmental regulations.

Reference: Section 156, 157, 158, 159, 160, 161, 162, Education Act
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