



## AP 330 – ATTENDANCE OF STUDENTS

### BACKGROUND

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Regular attendance is a strong indicator of achievement and enhances the social and emotional growth of students. When students are absent from school, division staff in collaboration with parents/guardians/caregivers will make efforts to provide support and implement appropriate interventions and strategies to increase and monitor attendance. The school division strives to support student attendance that is in accordance with The Education Act and these procedures.

### PROCEDURES

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#### 1. Principal Responsibility:

- 1.1. Implement school-based tracking, recording, and reporting procedures.
- 1.2. Develop a process for investigating student attendance concerns in a timely manner.
- 1.3. Inform all students and parents/guardians/caregivers of expectations for attendance on an annual basis. Expectations can be communicated in student handbooks, newsletters, Edsby, school websites, or other appropriate platforms.
- 1.4. Involve other personnel such as vice principals, counsellors, social workers, etc.
- 1.5. Ensure that students are tracked (enrolled and withdrawn from MySchoolSask).

#### 2. Teacher Responsibility:

- 2.1. When a student is not physically in the classroom or the location where the teacher has supervisory responsibility for that student, that absence must be recorded.
- 2.2. In schools where attendance is recorded by the half-day, attendance should be entered within the first ten minutes of the morning and afternoon.
- 2.3. In schools where attendance is recorded by class, attendance should be entered within the first ten minutes of the class period.
- 2.4. Students who were absent when attendance was recorded but subsequently arrived in the classroom should be marked late upon their arrival or as soon as is practical.

#### 3. Parent/Guardian/Caregiver Responsibility:

- 3.1. Report student absences to the school using the process identified by the principal or designate.
- 3.2. Collaborate with school staff to resolve attendance concerns.

#### 4. Student Responsibility

- 4.1. Attend school regularly and punctually.
- 4.2. Provide the school with required information.
- 4.3. Collaborate with parents/guardians/caregivers and school staff to address attendance concerns.



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5. Special Education and Unique Programs are highly valuable for all students who attend them. Waitlists are very common for these programs. Students who are enrolled in a Special Education or Unique programs and are absent for multiple days may be taken off roll, and the spot will be filled with a student on the waitlist.

Reference: Section 150, 156, 157, 158, 159, 160, 161, 162, Education Act  
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