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## **Background**

Students are expected to attend school regularly and punctually. The school and home cooperate together to account for a child's whereabouts when she is absent from school.

## **Procedures**

1. The parent/guardian and the student shall be responsible for maintaining satisfactory attendance. Parents are expected to inform the school office of their child's absence or late arrival. This can be done through phone calls or electronic messages.
2. The Principal will establish procedures for the daily recording of attendance.
3. When a student is absent and the parent has not notified the school, the school will contact the parent by telephone, text, or email to report the absence to the parent. The communication will advise the parent to contact the school immediately if the absence is unexpected. The school will investigate further only when the parent responds that the absence is unexpected.
4. The Principal will advise the Superintendent when a student's attendance is deemed problematic so the matter can be investigated or referred to the Attendance Board.

### Reference:

Education Act, s. 1, 7, 8, 9, 31, 46, 52, 53, 54, 55, 196, 197, 222