

## Attendance Guidelines and Procedures

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Academic success is tied to regular and prompt attendance. In the event that a student is going to be late, or absent a parent **will** call to inform the office prior to the start of school.

**Elementary – (morning and afternoon attendance) before Recess a student is marked as late.**

**After Recess a student is marked as absent for either the morning or afternoon session.**

**High School – (hourly attendance) A student is marked absent after 30 mins of the class. At this point a student has missed most instruction.**

**All students will be marked as late if they arrive to class after the bell.**

### **Student & Parent**

As per Section 150(1)(a) of the Education Act, 1995 it is the responsibility of every pupil to “attend school regularly and punctually”.

a) Exceptions to school attendance as outlined in Section 157 of the Education Act, 1995 include reasons:

- For unavoidable causes considered to be sufficient by Administration;
- For a holy day of the church or religious denomination of which the pupil or the pupil's parent or guardian is a member;
- For the purpose of receiving medical or dental treatment;
- For the purpose of accompanying his/her parent or guardian on a period of extended travel outside the school division *so long as pro-active measures are taken by the family to maintain reasonable continuity in the progress of the pupil in his/her courses of instruction.*

b) As per Section 156(1) of the Education Act, 1995, every parent, guardian or other person having charge of a pupil who is compulsory school age shall take all steps that are necessary to ensure regular attendance of that pupil.

c) As per Section 158(1) of the Education Act, 1995, students shall promptly provide the principal with information that may be required with respect to any period of absences from which the exemptions have not been provided pursuant to section 157.

d) As per Section 158(2) of the Education Act, 1995: “every pupil whose attendance is considered to be irregular pursuant to the policies of the board of education or the conseil scolaire may be suspended pursuant to section 154.”