

School Administration

Administrative Procedure: Student Attendance and Accounting			
EFFECTIVE DATE: May 25, 2005	R E F E R E N C E S	ADMINISTRATIVE PROCEDURE CODE: 1.A.150	
AMENDED DATE:		Policy Reference	
		Legal Reference	PSA M.R. 468/88-25(2)

The Border Land School Division expects all students within the Division to attend classes regularly, as research shows an inextricable link between attendance at school and academic success. The Division and its administration encourage students and parents/guardians to assume responsibility for school attendance. Parents/guardians and students are to be reminded that in Manitoba all students between ages of seven and sixteen inclusive are required to be in regular attendance. In this regard, the Division will make every effort to identify resident students who are of compulsory school age.

The Division also requires that every school inform parents/guardians and students with respect to this policy and develop consequences for student absences in consultation with local school advisory groups.

Schools are required to develop procedures for excusing children in case of medically related appointments or illness and other acceptable reasons. In addition, schools are expected to make a daily follow-up to determine reasons for any student absenteeism. If absenteeism becomes chronic (the monthly attendance is less than 80%), the attendance officer for the Division shall be notified.

Absent

Under the provisions of the *Public Schools Act*, every student must attend school regularly. The principal has the authority to excuse students in the case of medical or dental appointments or sickness, or for any other acceptable reason, according to the policies established in each school.

The school will make a daily effort to follow up on, and determine reasons for, any student absenteeism. This will be a daily call back at the K-8 schools and regular contact at senior years level.

A student who has excused absences must fulfil the requirements of the school program in order to be promoted.

Truant

Where a student is absent from school contrary to the provisions of the *Public Schools Act*, the teacher or the employee recording school attendance shall, in writing, report the matter, to the principal of the school.

Where the principal is satisfied that the student is in fact absent as reported, the Attendance Officer for the Division shall be notified immediately.

Student Attendance Accounting

All school principals shall be responsible for keeping regular records of student attendance within their respective schools and to submit monthly reports to the Division. The Secretary-Treasurer shall be responsible for the accounting of attendance for the Division.

Principal's Monthly Report

Principals will submit the following information to the Division Office at the end of each month:

- Enrolment by grades
- Student transfers
- Students discontinued
- Student absenteeism

The student absenteeism report will include the names of those students with less than 80% monthly attendance, unless the absence is deemed by the principal to have been unavoidable. The names of students who have attended more than 80%, but whose attendance is deemed unsatisfactory, may also be included on the report.