

501.1 Attendance at School

Policy

Students shall attend school regularly and punctually as required by the School Act and as mandated under the authority of the Board.

Regulations

1. Except in the case of independent students, parents/guardians are responsible for informing the school of their student's lates and absences.
2. Each school principal shall be responsible for establishing procedures with respect to:
 - 2.1. providing information regarding attendance requirements to students and parents/guardians;
 - 2.2. recording student attendance;
 - 2.3. determining whether an absence is excusable under the School Act;
 - 2.4. determining whether absences or lates are excessive;
 - 2.5. informing parents/guardians when absences or lates become excessive;
 - 2.6. taking action to improve attendance or punctuality; and
 - 2.7. reporting truant students to the attendance officer.
3. The Superintendent or designate shall be responsible for:
 - 3.1. approving modified attendance requirements when appropriate for individual students;
 - 3.2. excusing students for extended periods of time if it has been determined that parents/guardians have shown sufficient cause as to why the student should be excused from attending school; and
 - 3.3. appointing one or more attendance officers.

The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy.

References

Alberta School Act: Division Policies:	12, 13, 14, 15, 60, 61 500.1 Rights and Responsibilities, 502.1 Welcoming, Caring, Respectful and Safe Learning Environments, 502.3 Suspensions and Expulsions
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