

Administrative Procedure 330

Students

STUDENT ATTENDANCE

BACKGROUND

The best interests of all students are served when students attend school regularly and punctually.

Westmount acknowledges it has a responsibility to make reasonable efforts to ensure that its students attend school but believes it shares this responsibility with parents and students.

PROCEDURES

The following guidelines are established to ensure that the Westmount meets its obligations relative to student attendance under the *School Act*:

1. All students are expected to attend school regularly and punctually.
2. Students may be excused from attending school only for reasons defined in the *School Act*.
3. The principal is responsible for notifying parents when absenteeism or chronic tardiness is judged to be detrimental to the student's progress.
4. In case of frequent inexcusable absences, the principal shall:
 - 4.1 take appropriate disciplinary action in accordance with administrative procedures.
 - 4.2 contact the student's parents.
 - 4.3 after five (5) or more days of inexcusable absences, file an attendance report with the superintendent, who shall serve as the attendance officer, for action.
5. After giving due consideration to the particular set of circumstances, the attendance officer will proceed with any of the following and in accordance with the provisions of the *School Act*: phone contact, letter, referral for counseling, referral to Child and Family Services or other agency.
6. In extreme cases, the superintendent may refer the matter to the Attendance Board and/or report the matter to a director under the *Child Welfare Act* or other government agency with jurisdiction over the matter.
7. Parents are responsible to ensure their children attend school regularly and punctually and to advise the school office if their child will be absent or knowingly late and provide a reason.
8. The school is responsible to attempt to contact the parent if the student is absent or tardy and his/her whereabouts is unknown.

Legal Reference: *School Act*, Sections 12-15 and Part 5, Division 2
Child Welfare Act

Cross Reference: AP-340 Student Code of Conduct
AP-350 Student Discipline
AP-351 Suspension

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