



**Procedures 8.03
Category: Students**

Student Attendance

BACKGROUND & RATIONALE

Education is a student's right and responsibility. The School Act clearly defines compulsory education and legislates the enforcement of school attendance. Students have a responsibility to attend classes regularly, to come to school prepared and ready to learn, and to pursue their studies in a diligent manner. This responsibility also applies to any child whose parents have chosen to register the child in a ECS/Kindergarten program.

Regular attendance by children/students in all of their classes is a significant factor in student performance and achievement as well as personal development. Therefore, students and children registered in educational programs offered by the CAPE Charter Board are required to attend classes on a regular basis. Parents/guardians are an integral part of student learning and are thus expected to make every effort to have their child/student attend the school regularly and on time, and come to school prepared and ready to learn.

PROCEDURE

1. The Superintendent is charged with developing protocols for the tracking of child/student attendance.
2. The Principal is charged with supervising these protocols and the daily tracking and recording of child/student attendance.
3. Parents/guardians are to excuse a child/student absence via phone, note, or e-mail.
4. Excusable absences from school include illness, accidents, medical or dental attention and compassionate or other special circumstances as noted in Section 13 (5) of the School Act.
5. An unexcused absence is considered a truancy and addressed according to the CAPE's discipline policy via suspension or expulsion.
6. Teachers are to track and record child/student attendance throughout the school day using the appropriate form.
7. Teachers are to report the name of any absent child/student to the office at the earliest possible time.

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8. The designated administrative assistant is to contact the parents/guardians of any child/student that is absent and for whom the office does not have a valid reason.
9. The Superintendent is responsible for establishing procedures to deal with children/students who are habitually absent from or late for school.
10. The Principal is charged with supervising these protocols and the tracking of children/students that are habitually absent from or late for school.
11. The teacher is to contact the parents/guardians of a student that has been absent for a significant number of days, is habitually absent or late to discuss the concern and arrive at a satisfactory resolution.
12. If teacher's efforts at resolving the issue of habitual absences or lates have proved ineffective, the Principal is to contact the parents/guardians of the child/student to discuss the concern, the impact of the lack of attendance on the child/student's achievement and performance, and the very possible retention of the child/student, and arrive at a mutually satisfactory resolution.
13. The Principal is to communicate frequently with the parent of a child/student that is habitually absent or late to ensure that the parents/guardians are fully aware of the attendance issue.
14. An overall absenteeism rate of 20% of the total teaching days for the academic year may result in retention.
15. The Principal may, as a final measure, report the lack of attendance to the Attendance Board.
16. As CAPE has a closed campus, students are expected to be on school grounds at all times during the school day, unless attending a school function (ex: field trip) or excused by a parent/guardian.
17. Students who must leave the school at any time during the day (ex: appointments) must be signed out by a parent/guardian (or parent-approved designate), and must sign back in at the office if returning that same day.
18. Leaving school grounds without permission or being signed out is considered a truancy and will be addressed as per #5.

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References:

School Act, Section 13, 14, and 15

Guide to Education

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