



Policy 8.03  
Category: Students

## Student Attendance

### BACKGROUND

Regular attendance by students in all of their classes enhances their performance and contributes substantially to their rate of progress. While students have a right to an education, they also have a responsibility to attend classes regularly and pursue their studies in a diligent manner. Section 7(4) of the *Education Act* clearly defines compulsory education and legislation regarding the enforcement of school attendance.

### POLICY STATEMENT

1. Students registered in educational programs operated by the CAPE Charter Board are required to attend classes on a regular basis.

### DEFINITIONS

2. **Compulsory education** - school attendance is mandatory for any person that is eligible to be enrolled in a school and is therefore 6 years of age or older and younger than 16 years of age as of September 1.
3. **Student** - any individual who is younger than 6 years of age who is enrolled in CAPE's Kindergarten program and any individual enrolled in CAPE's grade 1 through 9 program.

### GUIDELINES

4. It is expected that parents/guardians make every effort to have their children attend the school regularly and on time.
5. The parent/guardian and the student are responsible for maintaining satisfactory attendance.
6. Absence from class does not excuse the student from learning the material covered during the absence and completed assigned work.
7. Attendance and punctuality shall be measured and tracked.
8. Excusable absences from school include illness, accidents, medical or dental attention and compassionate or other special circumstances as noted in the *Education Act*.

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9. Parents/guardians must excuse a student's absence by phone, e-mail, or in writing.
10. The school is responsible for establishing procedures to address unexcused absences.
11. The Principal is responsible for ensuring that an accurate record of student attendance is kept.
12. Excused absences totally 10% or more of the total teaching time may result in retention of the student.
13. Unexcused absences totally 10% or more of the total teaching time may trigger referral to the Attendance Board if all resealable efforts have been made to promote and support regular attendance.

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**References:**

*Education Act*

*Studentr Attendance Regulation*

*Guide to Education*

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Adopted: April 10, 2000

Motion: #

Revised: April 28, 2003

Motion: #

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Motion: #2007-11-05-19

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