



## Administrative Procedure 6055

### *Student Attendance*

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**Board Governance Policy Cross Reference:** [1](#), [12](#)

**Administrative Procedures Cross Reference:**

**Form Cross Reference:**

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**Legal/Regulatory Reference:**

[Public Schools Act](#) (1.1)(58.6)(58.7)(58.10)(96)(258-279)

[Education Administration Act Regulation](#) (468/88) Sections 7, 8, 9, 10, 35(2), 40.1(1), 40.1(2), 40.2, 41, 42(1), 42(2)

[Administrative Handbook for Schools](#) (R4)(R5)(R6)(S6)

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**Date Adopted:** April 2003

**Amended:** December 2017

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The Brandon School Division believes that there is a strong positive correlation between student achievement and student attendance. An effective educational system, thus, must be based on the assumption that all students will attend school regularly and punctually.

Therefore, students registered in the Division schools and programs shall attend regularly and punctually. It shall be the responsibility of parents/guardians to endeavour to ensure regular and punctual attendance and the responsibility of schools to ensure that parents are informed promptly when the attendance of students is not satisfactory. School Leaders will accept students' absences as excused if they are for necessary and important reasons

- Students are required to attend regularly and punctually on a daily basis.
- School Leader, in consultation with staff, students and parents/guardians, is expected to establish attendance standards together with monitoring and other procedures which will help to promote:
  - Regular and punctual;
  - Individual student achievement;
  - Positive student attitudes towards the school environment;
  - A school environment which supports and fosters excellence in learning, teaching and other school activities; and
  - Early advice to parents when student attendance causes concern.

- Pupils shall account for absences or tardiness in a manner satisfactory to the school.
- Teachers are required to maintain accurate student attendance records and to report attendance to the School Leader and parents/guardians in accordance with Divisional procedures.
- Early contact regarding attendance requirements will be made with students whose attendance is unexcused, and with their parents/guardians; and that contact will be followed up with efforts to effect and maintain improvement. In Grades 9 to 12 inclusive, credits will not be withheld or removed due to unexcused absences. Students are to remain in their registered courses. Should students not attend regularly and/or complete the requirements of the course, such will affect their final grade standing
- Students' attendance records and achievement results will be reviewed regularly by school leaders and teachers.
- Such data will be included and used in the annual school development plan.
- School achievement and attendance records will be reviewed with the designated Assistant Superintendent on an annual basis