

STUDENT ATTENDANCE

Philosophy

The St. James-Assiniboia School Division is committed to providing a full and efficient educational experience for all pupils. We believe that if pupils are to benefit from education, good attendance is crucial. We commit to doing all that we can to ensure maximum attendance for all pupils. Any circumstances that prevent full attendance will be identified and addressed as speedily as possible.

Under the [Manitoba Public Schools Act](#), a student must attend school regularly until the age of eighteen. A student who is not of compulsory school age is required to attend regularly once he/she enrolls. A student who refuses to attend or is habitually absent from school is guilty of an offense under the *Manitoba Public Schools Act*. The parent/legal guardian must ensure that their son/daughter is in school, otherwise is guilty of an offense under the *Manitoba Public Schools Act*.

Attendance is a critical factor to a productive and successful school career. Our schools will actively promote and encourage 100 per cent attendance for all our pupils. Our schools will give a high priority to conveying to parents and pupils the importance of regular and punctual attendance.

We recognize that parents have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilized whenever there is concern about attendance.

If there are problems which affect a pupil's attendance we will investigate, identify and strive in partnership with parents and pupils to resolve those problems as quickly and efficiently as possible. We will adopt a clearly focused approach aimed at returning the pupil to full attendance at all times.

Objectives

- to encourage full attendance and punctuality
- to record and monitor attendance and absenteeism and apply appropriate strategies
- to ensure maximum attendance
- to acknowledge and reward a successful record of attendance
- to ensure a consistent approach throughout the Division's schools

Statutory Duties

The Public Schools Act requires:

- Every teacher keep a record of attendance in the manner and in such form as required by the school board.

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- Where a child is absent from school contrary to the provisions of this Act, the teacher or the employee recording school attendance, shall in writing, report the matter including the name of the child to the principal of the school.
- Where a principal receives a report in accordance with subsection (1) and the principal is satisfied that the child is in fact absent as reported, the principal shall in writing or by telephone followed by a written report, advise the local school attendance officer of the absence and the name and address of the child.
- Every parent of a child of compulsory school age and every person who has or receives a child of compulsory school age in his house, whether that child is his own or that of any other person and the child is resident with and in the care and custody of the parent or person, as the case may be, shall ensure that the child attends school, unless specifically excused in writing by the minister, in accordance with the provisions of this Act and the regulations.

The Education Administration Act, requires:

- A teacher must complete and deliver promptly to the principal the attendance reports that are required by the school division or district.
- The principal must compile and provide to the Secretary-Treasurer/Chief Financial Officer of the division the attendance reports completed by teachers.

All students enrolled in the Division's schools are subject to the Division's Code of Conduct, JK, and by enrolling agree to attending school regularly and arriving on time.

Principles

Parents are legally responsible for ensuring that a child of compulsory school age attends school regularly.

We will work towards ensuring that all pupils feel supported and valued. We will send a clear message that if a pupil is absent, she/he will be missed.

We will encourage parents/caregivers to be actively involved in promoting their child's attendance.

Information will be regularly provided to parents and pupils informing them of attendance expectations and related issues.

We will promote positive staff attitudes to pupils returning after absence(s).

Attendance will be an important feature of the school's Improvement Plan.

Consistent and vigorous monitoring and evaluation procedures will be in place.

Former JEE

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