



Rationale

Regular attendance by students in all of their classes enhances their performance and contributes substantially to their rate of progress. While at school, students have a right to an education; they also have a responsibility to attend classes regularly and pursue their studies in a diligent manner.

Policy

Every student registered in a school will attend regularly and punctually throughout the school year unless excused from doing so.

Parents or guardians of students absent without excuse may be required to reimburse the school if the provincial funding for the student is reduced as a result of the absence.

Regulation

1. The school Principal is responsible for ensuring an accurate record of attendance is kept.
2. Each school is responsible for establishing procedures to deal with students who are inexcusably absent from school or classes.
3. Excusable absences include illness, medical or dental attention and compassionate or other special circumstances:
 - when possible, parents are encouraged to schedule medical, dental and other such related appointments at times that do not conflict with regular school hours;
 - students missing instructional time are responsible for the material covered in their absence;
 - parents are required to phone or send a written explanation to the school to provide the reasons for the students absence from school.
4. Inexcusable absences - the Provincial government funding received by the school is based upon the attendance of the students. If a student is absent from school due to illness, funding will not be decreased, providing there is:
 - a written dated note from the parent verifying that absence and/or
 - a phone call from the parent which is recorded with the date and time of receipt of the call.

NOTE: This notification is required for the annual student audit.



Island Catholic Schools

STUDENT PERSONNEL

STUDENT ATTENDANCE

501

Reference:	Approved
	Date Approved: March 1995
Cross-reference:	Date(s) Revised: February 2014