

Administrative
Regulation No.
6020

Classification:
Students

Effective Date:
June 29, 2023

Attendance of Students

1 | Purpose

The purpose of this administrative regulation is to:

- ensure clear guidelines and expectations for school attendance of students;
- identify key responsibilities and accountabilities for Calgary Board of Education students and their parents; and
- comply with all legislative and regulated requirements regarding attendance.

2 | Scope

This administrative regulation applies to:

- students and parents; and
- all employees who work with students, employees who are responsible for supporting attendance and employees responsible for maintaining records.

3 | Compliance

All employees are responsible for knowing, understanding and complying with this administrative regulation.

4 | Principles

The following principles apply:

- The Calgary Board of Education believes that there is a strong positive correlation between attendance and success in learning.
- CBE is committed to providing students with a welcoming, caring, respectful and safe learning environment to foster a sense of belonging and respect for diversity.
- Students and families are treated fairly and with dignity understanding that, students and families have their own unique circumstances.
- Schools support students with regular attendance, creating the conditions that help students engage with learning.
- Responses to student absences take into consideration each student's context and individual needs, consistent with the continuum of supports and services provided for students.

5 | Definitions

Attendance Board: means a board of members appointed by the Minister to hear matters in respect to the failure of students to attend school.

Attendance Counsellor: means the person designated by the CBE as the “Attendance Officer” under section 1(b) of the Education Act and who consults with and supports schools in addressing attendance issues.

Attendance Improvement Plan: means a plan that is designed, in collaboration with the student, where possible, the parent, staff and other experts, where necessary, to address the chronic attendance issues.

CBE: means The Calgary Board of Education.

Extended Absence: means an absence of two weeks or more from school or instruction due to illness, injury, life events, participation in major events, or international travel. Depending on the circumstances, parents may be responsible for the education of their child.

Independent Student: means a student, as defined by section 1(1)(n) of the *Education Act*, who:

- a) is 18 years of age or older; or
- b) is 16 years of age or older; and
 - i. lives independently as determined by the principal; or
 - ii. is party to an agreement under section 57.2 of the *Child, Youth and Family Enhancement Act*.

Parent: as defined by section 1(2) of the *Education Act*.

Student: means a person identified in sections 1(hh) and 7 of the *Education Act* who is:

- a) enrolled in a school;
- b) at September 1 in a year is six (6) years of age or older; and is younger than nineteen (19) years of age; but
- c) does not include a child younger than 6 years of age who is enrolled in an Early Childhood Services program.

6 | Regulation Statement

- | | |
|------------------------------|--|
| General | 1) Every student who is six (6) years of age at September 1 and younger than sixteen (16) years of age shall attend school. |
| | 2) Notwithstanding section 1, for students younger than sixteen (16) years of age who have attained and have proof of high school completion, school attendance is not compulsory. |
| Chronic Absence | 3) Alberta Education defines chronic absenteeism as 10% or eighteen (18) days missed in a school year. |
| Principal Authority | 4) The principal has the right to request children, students and parents account for excessive absences. |
| Absence and Tardiness | 5) Students and parents shall account for absences or tardiness in a manner satisfactory to the school and in alignment with this administrative regulation and the <i>Education Act</i> . |
| Excused Absences | 6) On days in which the school is open, a student's absence is excused if: <ul style="list-style-type: none">a) the student is sick;b) there are unavoidable causes such as a family emergency or public health quarantine;c) the day is recognized as a religious holiday by the religious denomination to which the student belongs,d) permitted from the Board;e) the student has been suspended from school; orf) the student is under consideration for expulsion and supervised by the director of Inclusive Education until a hearing takes place. |

7 | Procedure

- | | |
|-------------------------------|---|
| Student Responsibility | 1) Students are required to attend regularly and punctually regardless of their learning environment. |
| | 2) Students come to school, regardless of the learning environment, ready to learn and to actively engage in and diligently pursue their education. |
| Parent Responsibility | 3) Parents are expected to ensure the student attends school, regularly and punctually, regardless of the learning environment. |
| | 4) When a student's attendance is irregular and not punctual, parents are expected to collaborate with the school to improve attendance. |

**Teacher
Responsibility**

- 5) Teachers are required to:
- a) understand and use attendance codes accurately;
 - b) maintain accurate student attendance records according to CBE processes and procedures; and
 - c) collaborate with the School Learning Team and administration to improve student attendance, where necessary.

**Principal
Responsibility**

- 6) The principal will ensure staff understand the practices and policies of CBE regarding student absenteeism, which will help to:
- a) promote regular and punctual attendance;
 - b) provide early advice to students and parents when student attendance causes concern;
 - c) support individual student achievement;
 - d) promote positive student attitudes towards their education and the school environment; and
 - e) provide a school environment that supports and fosters excellence in learning, teaching and CBE Results.
- 7) The principal or designate are responsible for informing students and parents of the student's duty to attend school.

Early Contact

- 8) The principal or designate must ensure early contact:
- a) regarding attendance requirements with children and students whose attendance is irregular and with their parents; and
 - b) is followed up with efforts to effect and maintain improvement, including appropriate reviews.

**Unsatisfactory
Attendance**

- 9) It is the responsibility of the principal to establish routines to ensure that parents are informed promptly when the attendance of children or students is not satisfactory.
- 10) The principal will contact parents when attendance is unsatisfactory to develop a plan for the student attendance, which could include an Attendance Improvement Plan (AIP).

Responding to Absenteeism

- 11) Response to unsatisfactory attendance follows the CBE Attendance Process and is consistent with the provisions of a continuum of supports and services that takes into consideration the student's individual needs.
- 12) Principals will support staff, students and parents to address absenteeism, including:
 - a) the use of universal, targeted and individual supports;
 - b) collaboration with parents;
 - c) a referral to the School Learning Team;
 - d) Attendance Improvement Plans (AIP);
 - e) a referral to the Area Learning Team; and
 - f) the use of external supports where necessary and possible.

Expulsion

- 13) Students under expulsion will attend a supervised education program that is the responsibility of the director overseeing expulsion.
- 14) Student attendance in the supervised education program is expected to be regular and punctual.

Extended Absences

- 15) When possible, prior to an extended absence, the principal will review the potential implications of an extended absence. The principal will make the final decision in consideration of the criteria in section 16.
- 16) An Extended Absence Form should be completed with the parents or independent student, signed and file according to Records Management.
- 17) Schools are not mandated to provide schoolwork for the extended absence.
- 18) If a parent chooses not to meet with the principal prior to an extended absence, an Extended Absence Letter will be provided to the parents outlining their responsibilities for the child or student's education.

Records

- 19) A copy of all attendance letters and Attendance Board Orders are filed in the OSR.
- 20) All Attendance Improvement Plans (AIP) are filed in the OSR.

Referral to the Attendance Counsellor

- 21) Referral to the Attendance Counsellor is available to students in grades 1-12.
- 22) When, in the judgement of the principal, a student's absenteeism requires support beyond those mentioned in section 12, the principal will consult the attendance counsellor.
- 23) The attendance counsellor may take the following actions:
 - a) provide further recommendations to the principal;
 - b) facilitate a meeting for the student and family in the student's school; and
 - c) refer the matter to Alberta Education Office of Student Attendance and Reengagement for a hearing of the Attendance Board.
- 24) If a student is referred to Alberta Education Office of Student Attendance and Reengagement, the principal will ensure the referral package is complete and forwarded to the Attendance Team.

Withdrawing Students

- 25) When the parent(s) inform the school either verbally or in writing that the student is leaving their current CBE school, the student is withdrawn.
- 26) Document the communication from parent(s) in PowerSchool log entries providing details.
- 27) A student who was not in attendance in September is transferred out according to the September 30 count date requirements.
- 28) Students are the responsibility of the current school until confirmation is received that the student is registered elsewhere; or the current school has made all efforts to contact the family or locate the student according to CBE procedures.
- 29) If the student cannot be located or has not completed a registration at another school, principals will contact the Attendance Counsellor who will advise the school on next steps.

8 | History

| | |
|-----------------------|-------------------------------|
| Approval | |
| Next Review | June 2028 |
| Revision/Review Dates | Re-issued – February 15, 2003 |

9 | Related Information

- *Education Act*, S.A. 2012 c. E-0.3, sections 7(3)(4), 8 and 9
- OE-1 | Global Operational Expectations
- OE-2 | Learning Environment/Treatment of Students
- AR 6005 | Student Code of Conduct
- AR 6006 | Progressive Student Discipline
- AR 6031 | Welcoming, Caring, Respectful and Safe Learning and Work Environments