

Yukon Education

Policy Subject: Student Attendance Policy

Date Passed: January 31, 2008

Policy No. 4001

Legislation:

Education Act Sec 22 – 27, 38 (b), 168(c), 169(r)

Cross Reference:

Principles:

The Department of Education believes that students, parents, teachers and administrators have a shared responsibility to ensure that all students attend school in accordance with the provisions of the Education Act. Students are to be in regular attendance unless excused by the school, or for other valid reasons as outlined in sec. 22, 23 and 24 of the Education Act.

Regular and punctual school attendance enhances personal growth and reduces the risk of student failure and develops lifelong habits essential to the successful future participation as citizens in the workplace and community.

The administrator must work closely with parents, students, teachers and the school committee, school council or school board to establish a school attendance policy that reflects the intent of the Education Act. The administrator must investigate persistent absenteeism and collaborate with outside agencies, where warranted, for the purpose of supporting regular school attendance.

Definitions:

Unexcused Absence:

Student is not attending school or school related activity and there is no reason provided for the absence.

Excused Absence:

Student is not attending school or school related activity where the school has been notified by the parent or guardian and the absence is according to sec 22 (2) of the Education Act.

Standards and Procedures

Student Duties

1. To attend school regularly as required by the Education Act.
2. To arrive punctually for each session of school.
3. Observe school rules.

Parent / Guardian Duties

1. To support and encourage their child's punctuality and regular attendance.
2. To notify the school prior to or on the day of their child's absence.
3. To contact the school in advance of any planned, extended periods of absence.

Teacher Duties

1. To support and encourage student punctuality and regular attendance.
2. To record and monitor student attendance and when concern arises; contact the student and parent or guardian to meet and discuss attendance.
3. When possible, teachers will permit students with excused absences the opportunity to complete missed assignments and tests.

Administrator Duties

1. In accordance with section 113 (1) (i), each administrator in collaboration with their school committee, school council or school board will develop a school based attendance policy to encourage regular attendance and punctuality.
2. The administrator will ensure that student attendance is reported to parents or guardians in a timely manner.
3. The administrator will report serious and unresolved student absences to the parent, the school counselor, the School Council, School Board or School Committee or superintendent for further action.

Superintendent Duties

1. The Superintendent may on application from a student or a parent of a student, excuse the student from attendance at school and may attach conditions to the permission to be excused.
2. Before excusing a student from attendance at school, the

superintendent shall consult with the student and the student's parents.

3. The Superintendent may direct that a student who is excused from attendance at school receive optional education.