

[Policy Home](#)[Section J Index](#)[JE-E-1](#)[JE-E-2](#)[JEA](#)[JHBA](#)

## STUDENT ATTENDANCE

The Public Schools Act of Manitoba and its attendant Regulations are explicit about each school-age student's requirement to be in compulsory attendance at school, except when excused under those exemptions permitted by law. Parents/guardians are responsible for ensuring that school attendance requirements are fulfilled as prescribed.

The Pembina Trails Board of Trustees believes that daily school attendance and punctuality in class enhance personal growth, and develop life-long habits essential to the future of our citizens and our community.

To this end the Board expects principals, as part of their supervisory responsibilities, to work closely with parents/guardians, students, and teachers in establishing school attendance procedures and expectations in keeping with the School Act, the Regulation, and Board policy.

The Board accepts responsibility to support regular attendance and learning through its policies supported by the following beliefs:

- Our primary purpose in school is to foster student learning.
- Regular and punctual attendance enhances successful student learning.

ADOPTED	REVIEWED	REVISED	PAGE
06/274/04			1 of 4

- Developing a pattern of regular and punctual attendance will serve students well as they make the transition to the workplace.
- Maintaining regular and punctual attendance is the responsibility of the student with the support of the parent/guardian.
- Parents/guardians have a primary support role in maintaining regular attendance. Teacher and administrators also have a role to play in supporting students.

The role of student, parents/guardians, teachers and administrators in supporting students' attendance is as follows:

#### 1.0 RESPONSIBILITIES OF STUDENTS

- 1.01 It is the responsibility of the student to maintain regular and punctual attendance.
- 1.02 It is the responsibility of the student to participate fully in the learning activities of the classroom.
- 1.03 Due to the cumulative nature of learning and evaluation, the student is expected to obtain and complete the work and/or assignments for any missed class(es).
- 1.04 If a pattern of poor attendance develops, students are expected to develop and implement a plan to improve attendance and/or performance.
- 1.05 When appropriate, students should advise their teacher(s) in advance of any planned absence, e.g. field trip, medical appointment.

ADOPTED	REVIEWED	REVISED	PAGE
06/274/04			2 of 4

**2.0 RESPONSIBILITIES OF PARENTS/GUARDIANS**

Parents/guardians are asked to encourage and support their son's/daughter's regular attendance, and to cooperate with the school by:

- 2.01 notifying the school prior to or on the day of their son's/daughter's absence;
- 2.02 whenever possible, scheduling appointments for students or family vacations on the days when school is closed;
- 2.03 contacting the administration at least two weeks in advance of any planned, extended period of absence;
- 2.04 monitoring the student's attendance pattern and when a concern arises, contacting the teacher to cooperatively develop an improvement plan with the student;
- 2.05 supporting the student's improvement plan as necessary.

**3.0 RESPONSIBILITIES OF TEACHERS**

- 3.01 Teachers will record student attendance, and forward such reports to the office.
- 3.02 Teachers will monitor students' attendance patterns, and when a concern arises, contact the student and/or parents/guardians to create an improvement plan.

ADOPTED	REVIEWED	REVISED	PAGE
06/274/04			3 of 4

**4.0 RESPONSIBILITIES OF ADMINISTRATION**

- 4.01 School administration will establish procedures for supporting student attendance.
- 4.02 The school administration will ensure that student absence is reported to parents/guardians.
- 4.03 When concerns about a student's attendance pattern are brought to his/her attention, the administrator may meet with the student, teacher and/or parent/guardian as appropriate, to support the improvement plan.
- 4.04 An improvement plan may be developed in collaboration with the school staff, student, and Student Support Services, as necessary.
- 4.05 In rare cases when the above processes have been ineffective, the administration shall refer the matter in writing to the Assistant Superintendent, Student Support Services, or designate. At that point, a letter may be sent to parents/guardians.
- 4.06 The attendance procedures of the school are to be communicated to parents/guardians (e.g. Student Handbook, school newsletter).

ADOPTED	REVIEWED	REVISED	PAGE
06/274/04			4 of 4