

School District #62 (Sooke)

STUDENT ATTENDANCE	No.: C-311
	Effective: May 12/81 Revised: Apr. 10/90; Apr. 22/25 Reviewed: Feb. 4/25; Feb. 25/25; Apr. 22/25

ADMINISTRATIVE REGULATIONS

Student Attendance:

Every student registered in a school in the Sooke School District shall be required to attend school daily and shall not depart without the teacher’s consent. This requirement may be waived by the principal for students in grades eleven and twelve and in special circumstances where, in the principal's judgment, it is neither necessary nor beneficial to a student.

Procedures:

A principal is expected to:

1. establish clear statements of attendance procedures.
2. notify parents/guardians/caregivers, school staff and students of the school’s attendance procedures at the beginning of each school year;
3. be responsible for ensuring that parents/guardians/caregivers and students are informed about the consequences of excessive lateness and absenteeism which may lead to progressive disciplinary action (as defined in Policy C-309).

A student is expected to:

1. abide by attendance regulations as set forth in the *BC School Act*, Regulations, and the attendance procedures of their school;
2. present an explanation from their parent or guardian for their absence or late arrival.
3. obey the school’s attendance procedures for late arrival and early dismissal; and
4. be punctual in attending all scheduled classes.

A parent/guardian/caregiver is expected to:

1. ensure that a student under their care attends school as required by the *BC School Act*, Regulations, and the attendance procedures of their child’s school;
2. notify the school of student absences or later arrivals as outlined in the school’s attendance procedures;
3. provide a dated and signed written explanation as requested by the school, outlining the reasons for the absence or late arrival; and
4. counsel students on the importance of daily attendance/punctuality and their positive effects on learning and achievement.

A teacher is expected to:

1. encourage the regular attendance of all students assigned to the teacher;
2. counsel students on the importance of daily attendance/punctuality and their positive effects on learning and achievement;
3. contact the parents/guardians/caregivers of any student whose attendance is irregular and inform counsellors and the principal/vice-principal.

4. inform parents/guardians/caregivers of attendance and late arrivals at regular reporting periods as outlined in provincial and district reporting policies;
5. refer students with attendance or late arrival challenges to a school counsellor or principal/vice-principal for appropriate action/support.

A school counsellor is expected to:

1. inquire into the causes of excessive student absenteeism and lateness;
2. counsel students on the importance of daily attendance/punctuality and their positive effects on learning and achievement;
3. consult with parents/guardians/caregivers, teachers and school principal/vice-principals concerning students whose achievement is affected by their absences or lateness;
4. where appropriate, consult with district-level staff for assistance; and
5. initiate conferences with parents/guardians/caregivers and other appropriate individuals for students who are experiencing attendance problems.