

**BOARD**  
MEMORANDUM

**Date:** June 22, 2022  
**To:** Board of Trustees  
**From:** Shawna Warren, Acting Superintendent  
**Originator(s):** Jonathan Konrad, Acting Deputy Superintendent, Education Services  
**Subject:** Administrative Procedure 905 – Student Attendance at School

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**Purpose:**

For information.

**Background:**

During the Covid-19 pandemic, student attendance became a significant concern for school administration. Working with the Division’s Mental Health & Wellness Coordinator, a committee of school administrators reviewed Administrative Procedure 905, and created templates for Attendance Improvement Plans and Attendance Letters to be used by all Division schools.

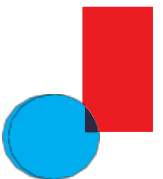
*Administrative Procedure 905 – Student Attendance at School* is included for Trustee information.

Administration is prepared to respond to questions at the June 22, 2022 Public Board meeting.

Sincerely,

Shawna Warren, M.Ed  
Acting Superintendent

Attachment





## BACKGROUND

Sturgeon Public Schools believes regular school attendance is a significant contributing factor to student learning, positive connections at school, and student progress. When there is an attendance concern, it is usually the first indicator that a student is having other challenges. (Alberta Education)

## PURPOSE

All students who on September 1 are 6 years of age or older and younger than 16 years of age, subject to subsection 7(2) of the *Education Act*, shall attend school.

## PROCESS

The Deputy Superintendent Education Services will be responsible to maintain the procedure.

## PROCEDURE

1. The Principal shall reference the importance of regular attendance in students/parents/guardians and teacher communications.
  - 1.1 Teachers/office staff shall maintain accurate and timely records for student attendance and ensure these are available to parents/guardians through PowerSchool.
  - 1.2 The Principal and staff shall encourage students to attend school on a regular basis and shall report student attendance to parents/guardians as outlined in these guidelines.
  - 1.3 Elementary and junior high schools shall report student attendance to parents/guardians at each formal reporting period.
  - 1.4 Notwithstanding section 2.1 elementary and junior high schools shall communicate with the student (where appropriate) and with parents/guardians regarding student's attendance once 10% or more unexcused absences occur.
  - 1.5 Notwithstanding section 2.1 senior high schools shall communicate with the student and parents/guardians regarding student's attendance after three (3) or more unexcused absences have been recorded.

References: *Board Policy: [900 Student Conduct and Discipline](#)*  
*[Education Act](#)*  
*[Alberta Education Guide to Education: ECS to Grade 12](#)*  
Resources: *[Attendance Strategies](#)*  
*[Attendance Tool Kit](#)*



2. Parents/guardians are expected to ensure their child(ren) attends school regularly.
  - 2.1 The parents/guardians are responsible for providing the school with an explanation (phone calls, messages and/or emails) if their child(ren) will not be in attendance on any given school day. All absences, whether excused or unexcused will be accumulated towards a total number of absences.
3. If the school does not receive notice from the parents/guardians concerning a student's absence as required in Section 2.1 above, the school or the Power School system will communicate to parents/guardians and advise them of the student's absence.
4. Teachers shall communicate with parents/guardians when absences by a student interfere with their school learning.
  - 4.1 Teachers shall maintain documentation of communication (phone calls, messages and/or emails) through log entries on PowerSchool with parents/guardians regarding the student's absences.
  - 4.2 Teachers shall report to school administration when absenteeism is determined (as indicated in 1.4/1.5) and a letter will be sent home by the school advising the parents/guardians of the student's absence.
  - 4.3 Should attendance not improve as per action in 4.2, teachers will report to the administration/counsellor team with cooperation and collaboration from the parents/guardians and student will explore and determine a targeted Attendance Improvement Plan and/or support that would be best to address the absenteeism.
  - 4.4 Monitoring and reasonable efforts to document the outcome of the plan will be done by school personnel.
5. If learning continues to be adversely affected by lack of attendance and the Attendance Improvement Plan or other supports are not successful, the school shall send a letter (outlining the Attendance Improvement Plan/or other supports in place and any additional communication attempts) and an attendance report to the parents/guardians. Included will be the expectations as outlined in the *Education Act* (Sections 7 - 9 and/or 45 - 50).
  - 5.1 For student's 16 years/older as of September 1st, ongoing strategies and communication will be determined by the school.

References: [Board Policy: 900 Student Conduct and Discipline](#)  
[Education Act](#)  
[Alberta Education Guide to Education: ECS to Grade 12](#)


Resources: [Attendance Strategies](#)  
[Attendance Tool Kit](#)



Date: May 25, 2022

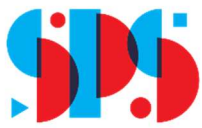
Responsible Administrator: Deputy Superintendent  
Education Services

6. If lack of attendance persists following reasonable efforts outlined in the Attendance Improvement Plan and/or other supports, the Principal shall inform the Deputy Superintendent Education Services/designate, send a letter as deemed appropriate as per the *Education Act* (Section 7) and proceed to involve specialized interventions from Alberta Education through the Office of Student Attendance and Re-engagement (OSAR).
7. If OSAR is not successful in establishing improved/regular attendance by the student, the family and the student (as per the *Education Act*, Sections 7 and 8) shall be referred to the Attendance Board (Section 9) at Alberta Education by the Principal of the school.
8. The Attendance Board description and responsibility is outlined in the *Education Act* under sections 46, 47, 48 and 49.

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References: *Board Policy: [900 Student Conduct and Discipline](#)*  
*[Education Act](#)*  
*[Alberta Education Guide to Education: ECS to Grade 12](#)*

Resources: *[Attendance Strategies](#)*  
*[Attendance Tool Kit](#)*



**BACKGROUNDPURPOSE**

Sturgeon Public Schools believes regular school attendance is a significant contributing factor to student learning. positive connections at school, and student progress. When there is an attendance concern, it is usually the first indicator that a student is having other challenges. (Alberta Education)

**PURPOSE**

All students who on September 1 are 6 years of age or older and younger than 16 years of age, subject to subsection 7(2) of the Education Act, shall attend school.

**PROCESS**

The ~~Deputy Associate~~ Superintendent Education Services will be responsible to maintain the procedure.

**PROCEDURE**

1. The Principal shall reference the importance of regular attendance in students/parents/guardians and teachers communications.

1.1 Teachers/office staff shall maintain accurate and timely records for student attendance and ensure these are available to parents/guardians through PowerSchool.

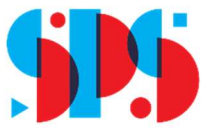
1. \_\_\_\_\_

2. 1.2 The Principal and staff shall encourage students to attend school on a regular basis and shall report student attendance to parents/guardians as outlined in these guidelines.

3. 1.3 The parent/guardian shall be asked to advise the school if the student will not be in attendance on any given day Elementary and junior high schools shall report student attendance to parents/guardians at each formal reporting period.

1.4 ~~If the school does not receive notice from the parent/guardian concerning a student's absence as required in Section 3 above, the school shall attempt to contact the parent/guardian and advise them of the student's absence~~ Notwithstanding section 2.1 elementary and junior high schools shall communicate with the student (where appropriate) and with parents/guardians regarding student's attendance once 10% or more unexcused absences occur.

References: Board Policy: 900 Student Conduct and Discipline  
~~Education Act: Sections 45-50~~  
Alberta Education Guide to Education: ECS to Grade 12  
Resources: Attendance Strategies  
Attendance Tool Kit



Responsible Administrator: Associate ~~Deputy~~ Superintendent  
Education Services

- 1.5 Notwithstanding section 2.1 senior high schools shall communicate with the student and parents/guardians regarding student’s attendance after three (3) or more unexcused absences have been recorded.
2. Parents/guardians are expected to ensure their child(ren) attends school regularly.
  - 2.1 The parents/guardians are responsible for providing the school with an explanation (phone calls, messages and/or emails) if their child(ren) will not be in attendance on any given school day. All absences, whether excused or unexcused will be accumulated towards a total number of absences.
3. If the school does not receive notice from the parents/guardians concerning a student’s absence as required in Section 2.1 above, the school or the Power School system will communicate to parents/guardians and advise them of the student’s absence.
4. Teachers shall communicate with parents/guardians when absences by a student interfere with their school learning.
  - 4.1 Teachers shall maintain documentation of communication (phone calls, messages and/or emails) through log entries on PowerSchool with parents/guardians regarding the student’s absences.
  - 4.2 Teachers shall report to school administration when absenteeism is determined (as indicated in 1.4/1.5) and a letter will be sent home by the school advising the parents/guardians of the student’s absence.
  - 4.3 Should attendance not improve as per action in 4.2, teachers will report to the administration/counsellor team with cooperation and collaboration from the parents/guardians and student will explore and determine a targeted Attendance Improvement Plan and/or support that would be best to address the absenteeism.
  - 4.4 Monitoring and reasonable efforts to document the outcome of the plan will be done by school personnel.
- ~~4. Schools shall maintain accurate and timely records for student attendance and ensure these are available to parents/guardians through PowerSchool.~~

References: Board Policy: 900 Student Conduct and Discipline  
~~Education Act: Sections 45–50~~  
Alberta Education Guide to Education: ECS to Grade 12

Resources: Attendance Strategies  
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~~5. The school shall send an attendance report on a student to the parent/guardian if, in the opinion of the staff and school administration, a student's achievement is being adversely affected by lack of attendance. The school may request a meeting of school personnel, the student, and/or the parent/guardian, to discuss the student's attendance.~~

~~Notwithstanding Section 6 of these guidelines, elementary and junior high schools shall report student attendance to parents/guardians at each formal reporting period.~~

5. If learning continues to be adversely affected by lack of attendance and the Attendance Improvement Plan or other supports are not successful, the school shall send a letter (outlining the Attendance Improvement Plan/ or other supports in place and any additional communication attempts) and an attendance report to the parents/guardians. Included will be the expectations as outlined in the Education Act (Sections 7 - 9 and/or 45 - 50).

5.1 For student's 16 years/older as of September 1st, ongoing strategies and communication will be determined by the school.

~~6. Notwithstanding Section 6 of these guidelines, senior high schools shall communicate with the student and parent/guardian regarding a student's attendance after ten (10) or more cumulative unexcused absences for all courses have been recorded.~~

6. If lack of attendance persists following reasonable efforts outlined in the Attendance Improvement Plan and/or other supports, the Principal shall inform the Deputy Superintendent Education Services/designate, send a letter as deemed appropriate as per the Education Act (Section 7) and proceed to involve specialized interventions from Alberta Education through the Office of Student Attendance and Re-engagement (OSAR).

~~7. If lack of attendance persists, following reasonable efforts by the school to remedy same, the Principal shall contact the Associate Superintendent Education Services or designate, who may institute proceedings as provided for in the Education Act.~~

7. If OSAR is not successful in establishing improved/regular attendance by the student, the family and the student (as per the Education Act, Sections 7 and 8) shall be referred to the Attendance Board (Section 9) at Alberta Education by the Principal of the school.

References: Board Policy: 900 Student Conduct and Discipline  
~~Education Act: Sections 45-50~~  
Alberta Education Guide to Education: ECS to Grade 12

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Attendance Tool Kit



Sturgeon  
Public Schools

Date: July 24, 2020

Responsible Administrator: Associate ~~Deputy~~ Superintendent  
Education Services

8. The Attendance Board description and responsibility is outlined in the Education Act under sections 46, 47, 48 and 49.

References: Board Policy: 900 Student Conduct and Discipline  
Education Act: Sections 45-50  
Alberta Education Guide to Education: ECS to Grade 12  
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