

	<b>Lloydminster Catholic School Division – Administrative Procedures</b>	
	<b>AP 340 – Attendance of Students</b>	
Related LCSDF AP's		
Form(s)		
References:	<i>The Education Act, 1995</i> sections 85, 87, 150, 151, 156, 157, 158, 159, 160, 161, 162, 175	
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### Background

The Division believes that regular attendance is a significant contributing factor to student learning and encourages parents and students to recognize their responsibility for regular student attendance.

Principals shall act as attendance officers for individuals registered at their school to deal with matters relating to non-attendance as stipulated in Section 156 of the Education Act.

### Procedures

1. Principals shall develop student attendance procedures for their schools which include a process for keeping parents informed of unexcused absences.
2. School attendance procedures shall include a process for students or parents to notify the school of student absences.
3. Principals shall make students and parents aware of their responsibility for regular and punctual student attendance and of consequences that may result from non-attendance.
4. Teachers shall keep accurate attendance records for each of their students.
5. The record of a student's attendance shall appear on student progress reports.
6. Principals shall make all reasonable efforts to ensure that students enrolled in their schools attend school.
7. When students do not attend school and are not excused from compulsory attendance, the Principal may apply any or all of the provisions of Section 156 of *The Education Act, 1995*.
8. Where such attempts to enforce school attendance are not effective the Principal may forward a referral to the Division's Attendance Counselor accompanied by supporting documentation.
9. The duties and responsibilities of the Division's Attendance Counselor are outlined in Section 160 of the Education Act.

10. Circumstances under which students are excused from compulsory attendance are outlined in Section 157 of the Education Act.
11. Scheduled activities during the regular school day: When a parent chooses to schedule personal activity for their child during the regular school day causing the student to be absent, the same procedures and expectations for all other absences shall be followed:
  - 11.1 The parent shall notify the teacher regarding regularly scheduled absences.
  - 11.2 The parent and student are responsible to seek instructional information and for scheduling arrangements for the completion of required work (i.e. Assignments, assessments, etc.). The parent is responsible for ensuring the child successfully completes all instructional requirements and the child covers lesson material during the absence or upon their return.
  - 11.3 The teacher is responsible for regular student learning assistance and providing the student with a guide to missed instruction.
  - 11.4 The parent is responsible for hiring a tutor if additional assistance outside of the regular school day is required to maintain the adequate pace of student learning.
  - 11.5 School programming will remain consistent for all students. No alteration of programming will be considered to accommodate regularly scheduled absences due to parental choice.
12. Extended Family Travel: The following expectations for parents and teachers will guide procedures students absent from class due to family choice of extended travel as defined in the Saskatchewan Education Act defines regarding extended travel (i.e. exceeding 5 school days).
  - 12.1 Parent Expectations:
    - 12.1.1 Contact school administration as early as possible providing period for extended travel.
    - 12.1.2 Parental assumption of responsibilities for continuing the educational program as agreed upon with school administration as required in the Education Act (Section 157 (2) (3)).
    - 12.1.3 Parents are responsible for ensuring their child submits all required assignments and course work within 5 days of return to school.
    - 12.1.4 Student can receive instructional support through subject tutoring (i.e. scheduled during noon hours in the HRHS library.)
  - 12.2 Holy Rosary High School Teacher Expectations: Upon notification from school administration, teachers will provide:
    - the student/parent with the outline of class material that will be covered during student absence.
    - instructional information. (e.g. textbook page references, teacher handouts).
    - tests and assessments within 5 days of student return to school.
  - 12.3 Elementary School Teachers Expectations: The teacher and/or principal will explain to the parent the scope of missed instruction and learning before departure and identify a mutual course of action.
  - 12.4 Full School Year: The principal will meet with the parent(s) to identify and explain implications for missing a full school year (ie. Completion of academic programming through alternate instruction (eg. Modular or Correspondence programming) or decelerated programming and progress).
  - 12.5 Sanctioned Exchange Programs: The principal will meet with the parent(s) to identify and explain implications for missing up to a semester in a school year. Academic outcomes and

credentials will be explored and researched before departure with a plan for reintegration upon return to school for each of the following:

12.5.1 Less than a semester

12.5.2 Full semester