

## Directive: Student Attendance

### Category: School Management

#### PREAMBLE

The Yukon *Education Act*, Part 3, Division 4, Section 22(1), stipulates that, unless excused under subsection (2), every child who at September 1 in a year is 6 years and 8 months of age or older and is younger than 16 years of age shall attend a school operated by the Minister or a School Board. Section 116(1)(d) establishes that a school board has the powers and duty to establish policies for the administration, management and operation of its schools, including a student attendance policy.

#### DIRECTIVE STATEMENT

In accordance with the Yukon *Education Act*, the CSFY provides its students with a quality French-language education. The CSFY shall work in close collaboration with the students, teachers, parents/guardians and school principals to establish a school attendance policy in accordance with the requirements of the *Education Act*. This policy shall apply to all children enrolled in a CSFY school.

#### TERMS AND CONDITIONS

1. A student is excused from attendance at school if:
  - a. the student is unable to attend school because of sickness or other unavoidable cause;
  - b. the student is a participant in religious observances, ceremonies or activities recognized by a religious denomination;
  - c. the student is a participant in Francophone cultural or educational activities;
  - d. the student is a participant in aboriginal cultural activities or in aboriginal harvesting activities;
  - e. the student is enrolled and in regular attendance at a private school or a home education program in accordance with the *Education Act*;
  - f. the student is enrolled in a distance education program approved by the Department of Education and has obtained the principal's permission to be absent during that period of time<sup>1</sup>;
  - g. the student has been suspended and has not been given permission to enrol in another school;
  - h. the student is prohibited from being in a public place pursuant to the *Public Health and Safety Act*.

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<sup>1</sup>CSFY Distance Education Guide

2. The principal of each school shall be responsible for overseeing school attendance.
3. The principal of each school shall have an internal policy approved by the CSFY Executive Director which relates to the student attendance directive. This policy shall be distributed to school staff and to parents/guardians at the beginning of each school year.
4. The principal of each school shall ensure that concerns regarding a student's attendance are reported to the student's parents/guardians in a timely manner. Serious and unresolved student absences shall be reported to the appropriate school staff member(s) as well as to the CSFY Executive Director, who shall take appropriate action.
5. The CSFY recognizes that when a student is excused from attending school to participate in a Francophone or aboriginal cultural activity, these activities have an educational purpose that is consistent with the delivery of the Yukon school curriculum.
6. Students attending authorized school activities off school grounds are not considered to be absent from school.
7. Parents/guardians are responsible for providing reasons for a child's absence prior to the start of first class. The school shall communicate with parents/guardians to inform them of any unexplained absences of a student enrolled in one of its programs.
8. If a student's parents/guardians plan holidays during the school year, they assume responsibility for the fact that the student will miss classroom instruction time. Teachers are not expected to plan coursework and prepare homework for the student to complete during the absence. Any student who is absent from a class is responsible, along with the student's parents, to follow up with what has been missed in class.
9. Legal proceedings to enforce a child's attendance will not be authorized unless all other reasonable steps have been taken to support the child's attendance at school. Legal proceedings must be authorized in advance by the Assistant Deputy Minister of Schools and Student Services.
10. According to Section 27(1) of the Yukon *Education Act*, if a parent neglects or refuses to take reasonable steps to cause a child to attend school, the parent is guilty of an offence and is liable to a fine of up to \$100 for each day of absence.
11. According to Section 27(2) of the Yukon *Education Act*, a child who is 12 years of age or older and who is required to attend school pursuant to the Act and who is absent from school without lawful excuse, is guilty of an offence.

## Aspen • Yukon Daily Attendance Standards

| Situation  | Aspen Data Entry                                |
|--|---|
| The student is absent, and the reason is unknown   | Absent (1.0) = Full Day                         |
| The student is absent, and the parents have advised the school                             | Absent + Parent Excused (1.0) = Full Day        |
| The student is absent because of participation in an off-site school activity <sup>2</sup> | Absent (1.0) + Authorized                       |
| The student is absent, but arrives before 10:30 a.m.                                       | Late + Arrival Time is recorded                 |
| The student is absent, but arrives between 10:30 a.m. and 1:00 p.m.                        | Absent (0.25) + Late + Arrival Time is recorded |
| The student is absent, but arrives between 1:00 p.m. and 2:00 p.m.                         | Absent (0.50) + Late + Arrival Time is recorded |
| The student is absent, but arrives between 2:00 p.m. and end of day                        | Absent (0.75) + Late + Arrival Time is recorded |
|  |   |
| The student is present, but leaves before 10:30 a.m.                                       | Absent (0.75) + Departure Time is recorded      |
| The student is present, but leaves between 10:30 a.m. and 1:00 p.m.                        | Absent (0.50) + Departure Time is recorded      |
| The student is present, but leaves between 1:00 p.m. and 2:00 p.m.                         | Absent (0.25) + Departure Time is recorded      |
| The student is present, but leaves between 2:00 p.m. and end of day                        | Dismissed + Departure Time is recorded          |
|  |   |
| Description  | Code  |
| Absent   | A   |
| Absent + Parent Excused  | AE  |
| Student is absent because of participation in an off-site school activity <sup>2</sup>     | A Auth (Authorized)                             |
| Late   | L   |
| Dismissed  | D   |

<sup>2</sup> Section Terms and Conditions, Points 1 (a), (b), (c) and (d)