

As provincially legislated, children between the ages of 6 years (at September 1) and 16 are required to attend school. Each student within the Division shall normally attend the school served by the bus routes in their area of residence. The Division shall also operate a Kindergarten Program. The Board shall set rules and regulations regarding school entrance age restrictions, Kindergarten classes, student transfers, school attendance requirements, etc.

1. Each school shall have in place a statement of procedures which cover a minimum of the following:
  - Absences (allowable and otherwise)
  - Late arrivals
  - Skipping classes
  - Action if students exceed allowable limit(s) above
  - Appeal procedures

2. Student Attendance - Closed Campus

Generally, students transported to school by the Division's transportation system are to remain on school property for the duration of the school day. Students who are not transported by the Division's transportation system are free to leave during the noon break.

This procedure does not apply if:

- written permission is received from a parent or guardian, or
- an individual school has established its own procedure

3. Student Attendance - 4-H Achievement Day

Students participating in the 4-H Achievement Day will be marked as excusably absent.

4. Student Absences – Parent/Guardian Choice

Regular class attendance is a highly significant factor in student achievement. Significant absences are likely to have a detrimental effect on the student's success. For this reason, the Division strongly encourages students to attend school regularly.

5. Student Attendance Records

- 5.1. All schools are required to keep accurate attendance records which constitute legal documents.

- 5.2. Students shall be in attendance at school for all school activities occurring within the school day and the school year as defined by AP 60-05 School Year Calendar. Attendance and participation is expected at organized, curriculum related activities sponsored by the school such as track meets and field trips. No record of student attendance shall be kept for parent/student/teacher conferences, professional development, or other non-instructional days.

6. Attendance Officer(s)

6.1. The Division's Attendance Officer (designated by the Superintendent) is empowered to enforce attendance regulations in Division Schools.

6.2. The Division's Attendance Officer may appoint other individuals to enforce attendance regulations where circumstances suggest it would allow greater efficiency; for example, the Vista Virtual School operation is benefited by an assigned responsibility to enforce attendance regulations.

**Reference**

[School Act](#) - Sections 13(1),14(1)

[AP 60-02 Early Childhood Services / Early Learning Programs](#)

[AP 60-05 School Year Calendar](#)