

JAMES BAY LOWLANDS SECONDARY SCHOOL BOARD
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ADMINISTRATIVE PROCEDURE STUDENTS: NO. 302	
Effective	August 21, 2019
Last Revised	August 15, 2023

STUDENT ATTENDANCE

PURPOSE

The administration of James Bay Lowlands Secondary School Board has developed this administrative procedure to set out the primary responsibility of the Board to provide an education for students within the secondary school district according to the *Education Act*.

These administrative procedures also address regular student attendance at school.

PROCEDURES

1. Attendance Requirements

- 1.1 The James Bay Lowlands Secondary School Board strives to make the Northern Lights Secondary School a community in which the intellectual, moral, social, cultural, emotional, and physical growth of the student is fostered.
- 1.2 The Board and its staff recognize that regular attendance is an essential component of the learning process.
- 1.3 Section 21 of the *Education Act* states: "Every person who attains the age of six years on or before the first school day in September of any year shall attend an elementary or secondary school on every school day from the first school day in September of that year until the person attains the age of 18 years; and every person who attains the age of six years after the first school day in September of any year shall attend an elementary or secondary school on every school day from the first school day in September in the next succeeding year until the last school day in June in the year in which the person attains the age of 18 years."
- 1.4 It is essential that measures to support good attendance are put in place from the beginning of a student's experience in Northern Lights Secondary School. Early prevention of poor attendance, and intervention when school days are missed, will be most beneficial to the student, the family, and the school. These measures must be taken before irregular attendance becomes chronic.
- 1.5 Irregular attendance disrupts the processes and subject matter of instruction, and affects the student, others in the class, and the teaching staff. Students who are frequently absent will suffer in the evaluation process because their participation and achievement cannot be fully assessed. A student with poor attendance may even fail to achieve the requirements for promotion or graduation.

2. Local Requirements

- 2.1 Students of the James Bay Lowlands Secondary School district will attend Northern Lights Secondary School in Moosonee.

REFERENCE DOCUMENTS**Legal:**

Education Act, Part II—School Attendance

Education Act, Section 21 Compulsory Attendance

Education Act, Section 32 Resident Pupil Right to Attend School

Education Act, Section 36 Resident Pupil Qualification: Secondary English-language public district school boards and secondary public school authorities

Education Act, Section 169.1 (1) Board Duties and Powers: Promote Student Achievement and Well-Being

Education Act, Section 265 Duties of Principal: Register Pupils and Record Attendance

Ontario Regulation 298 Operation of Schools, Section 23 Requirements for Pupils: Attend classes punctually and regularly

Ontario Student Record Guideline

Board:

Board Policy GOV-01 Values, Vision, and Mission

Board Policy GOV-02 The Role of the Corporate Board

Board Policy GOV-03 The Role of the Supervisory Officer

Administrative Procedure 306 The Ontario Student Record