

## POLICY AND PROCEDURES

POLICY NAME: Attendance	POLICY NUMBER: 2.3.2	CATEGORY: Academic
RESPONSIBLE EXECUTIVE: Registrar	APPROVAL AUTHORITY: Executive Council	EFFECTIVE DATE: October 19, 2020
NEXT FULL REVIEW DATE: October 18, 2025	REVISED:	REPLACES:

### **Purpose**

This policy sets clear, consistent expectations for regular and punctual student attendance at all grade levels and provides a consistent approach in responding to student absences and chronic lateness.

### **Scope**

This policy applies to all student and staff.

### **Policy Statements**

1. Coquitlam College (the College) is committed to working with students with poor attendance, and their instructors, to develop a successful plan to return to class.
2. Regular attendance is expected of all students in each of their classes.

### **Procedures**

1. Students who are unavoidably absent due to illness or disability should call the office or report upon their return.
2. Doctor's notes and excuses of sickness will be carefully checked. Little regard will be given to these excuses if they are continuously offered by chronically absent students.
3. Instructors will record attendance in each class and a record of attendance will be submitted to the office at the end of each week.
4. University Transfer students who miss more than 50% of classes may, at the discretion of the instructor, be excluded from taking the final exam.

### **Senior Secondary and English Studies Students**

5. For students under 19 years of age, parents/guardians will be contacted if:
  - a. 6 or more classes are missed in one week
  - b. you are late for 6 or more classes in one week
  - c. an attendance contract is issued by a counsellor
6. Students over 19 years of age will be required to meet with a counsellor, who may issue an attendance contract.
7. Failure to adhere to the terms of an attendance contract may result in withdrawal from the class and/or suspension.

### **Release of Attendance**

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8. For students over 19 years of age, the College will only release attendance records to external parties if requested by government officials or law enforcement. These requests may come forward for various reasons including but not limited to safety concerns or missing persons.
9. Requests will be reviewed by a Senior Administrator prior to the release of information.

### **Definitions**

Absence: refers to any time that a student is not in class or not participating in a school activity.

Attendance Contract: An agreement between the student and the College, completed in consultation with the student, relevant instructor(s), and in some cases parents/guardians, and designed to encourage and support students to attend classes.

Late arrival: means a student arriving to class at any point beyond the scheduled start time.

Parent/guardian: includes a parent, guardian, and a person acting in the place of a parent

### **Related Documents**

Appendix A: Student Attendance Contract