



Pupil's Return from Absence

Board Received: November 25, 2019 Review Date: January 2024

Accountability

1. Frequency of Reports – As needed
2. Criteria for Success – Parental request in writing
– Accurate records of excused students are evident in OSRs

Procedures

1. Principals are required to obtain the reason(s) - either orally or in writing - for a pupil's absence when the pupil returns to school. The principal shall inform parents/guardians and adult pupils of the preferred method of notification
 2. A pupil's absence from school under the conditions of Regulation 298, S.23(2) will be either a "legitimate reason" or "unexcused absence" depending on the principal's evaluation of the reason given for the absence.
 3. "Legitimate reasons" for the purposes of this section would include:
 - a) failure of transportation arrangements due to Board-declared inclement weather*;
 - b) Board-declared inclement weather*;
 - c) sickness;
 - d) medical/dental appointments;
 - e) other unavoidable cause;
 - f) a day regarded as a holy day by the church or religious denomination or creed to which the child belongs*.
 - g) music lessons*
 - h) cultural day*
 - i) bereavement*
 - j) participation in a non-academic component of a SAL plan*
 - k) a Kindergarten pupil who is excused from class during a period of staggered entry*
 - l) participation in a short-term educational exchange program*
 - m) public transit strike*
 - n) excusal from writing the OSSLT*
 - o) suspension or exclusion*
 - p) medical reasons with supporting documentation*
 - q) absence for reasons of safety during a period when services have been withdrawn by board employees*
 - r) serving in the Ontario Legislature as a legislative page*
 - s) participation in a short-term educational exchange program*
 - t) unable to attend school because of a public transit strike*
 - u) not scheduled for an examination during the examination period*
 4. If the pupil's absence is unexcused, the absence would be recorded as "A". Once the Principal has taken all steps to address the attendance concerns and the pupil's pattern of attendance continues, refer to the Attendance Counsellor.
- * recorded as "G" in the Register of Daily Attendance. All other absences are recorded using the prescribed attendance codes.